



Special Projects Officer

Science North is seeking to fill the position of CEO Special Projects Officer. This position is a permanent position residing in the CEO's office and reporting to the Director of Strategic Initiatives. The role will support key initiatives as well as providing high level executive, administrative and communication support to the CEO's office. The successful candidate will contribute to the efficient and effective operations of the CEO's office.

This position requires excellent verbal and written communication skills, strong organizational and planning skills, the ability to work cross-functionally and lead teams, demonstrated experience in effectively managing multiple tasks with competing priorities/deadlines, high level interpersonal skills, political acumen, tact, diplomacy, and discretion.

A highlight of key deliverables includes:

- 1. Provides high level executive and communication support to the CEO, Board and Committees**
 - Plans and structures staff meetings and agenda management to ensure business issues are addressed with appropriate depth, timing and implementation
 - Coordinates sharing and dissemination of information requirements
 - Prepares and supports the preparation of proposals, reports, briefs, speeches, and presentations initiated by the CEO Office
- 2. Support Business planning cycles and related initiatives**
 - Under the guidance of the Director of Strategic Initiatives, supports aspects of the development of the annual Science North business plan and annual reports
- 3. Plan, coordinate and successfully execute organizational functions, events, and projects**
 - Oversees the planning of, participates in and/or supports the planning of stakeholder/staff events including annual recharge, staff meetings, stakeholder events, funding announcements and dignitary visits
- 4. Travel and Admin Support**
 - Supports the scheduling of meetings (internal and external) for the CEO, travel arrangements, accommodations, expense reports, etc....

Qualifications

- University or College graduate with a concentration in business or related field
- Minimum 3-5 years' previous experience providing a variety of program support across broad spectrum of organizational teams
- Excellent interpersonal skills and proven ability to develop and maintain multi-level relationships with external partners, Ministries, boards, committees, peers, and support staff
- Excellent writing, editing and proofreading skills
- A proven track record of strong project management and communication skills
- Fluency in French is not required but would be considered an asset

Compensation highlights

- Salary starting at \$47,300 to \$53,300 per year
- Annual performance and merit increase consideration
- Participation in the Science North Employee Incentive Plan
- Comprehensive group benefit package including medical, dental, vision, life/travel insurance, short and long-term disability coverage
- Pension plan following one year or opportunity for continued participation in Ontario Teacher's Pension Plan

- Science North annual family membership
- Free or discounted admission to other attractions outside Sudbury, Science North facilities and program discounts, fitness membership contribution
- Professional development opportunities
- Minimum 3 weeks' vacation with incremental entitlements of one week after 5 and 10 years of service

Apply online at <http://sciencenorth.ca/careers>. An early application represents your best opportunity for consideration. Science North is committed to an inclusive workplace and invites applications from all qualified individuals to join our diverse team. Accommodations are available upon request in all aspects of Science North's selection process. We thank all interested candidates; only those selected for interviews will be contacted.

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