



Governance Coordinator

PT Permanent Role (24 hrs. per/week)

Location: Hamilton, ON.

Hourly Pay Rate Range: \$32.97 - \$35.71/hr.

INTRODUCTION:

As part of the De dwa da dehs nye>s dynamic staff team, the Governance Coordinator plays a critical role in supporting the effectiveness and functioning of the Board of Directors within a results-based governance model.

This position is responsible for coordinating all Board and Committee activities, ensuring high-quality governance processes, and supporting the flow of information between the Board, Chief Executive Officer (CEO), and Senior Leadership Team.

Working in a fast-paced, culturally grounded environment, the Governance Coordinator will bring strong organizational, communication, and judgment skills, along with the ability to manage confidential matters with discretion. This role supports both virtual and in-person governance processes and contributes to strengthening Indigenous governance practices aligned with DAHC's values and strategic direction.

RESPONSIBILITIES:

Board & Committee Coordination

- Coordinate all Board of Directors and Committee meetings (virtual and in-person), including:
- Annual calendar planning
- Meeting scheduling and logistics
- Venue, technology, and catering coordination (as required)
- Support onboarding and orientation of Board members
- Maintain Board and Committee workplans aligned with a results-based governance model

Board Materials Development & Distribution

- Lead the development, compilation, and distribution of Board and Committee packages:
- Work with CEO and Senior Leadership Team to gather reports and materials
- Ensure alignment with Board priorities, strategic plan, and governance frameworks
- Maintain version control and document accuracy
- Distribute materials within established timelines using appropriate platforms (e.g., Board portals, email)

Minute Taking & Governance Records

- Attend all Board and Committee meetings to:
- Record accurate, concise, and action-oriented minutes
- Capture decisions, motions, and key discussions aligned with a results-based Board approach
- Maintain official governance records, including:
- Minutes, resolutions, policies, and governance documents
- Board member records and terms
- Ensure compliance with organizational by-laws, governance manual, and relevant legislation

Governance Process Support

- Support the CEO and Board Chair in:
- Agenda development focused on strategic and results-based discussions
- Tracking Board decisions and follow-up actions
- Monitoring Board workplan progress
- Assist with governance processes such as:

- Board evaluations and development activities
- Policy review cycles
- Annual General Meeting (AGM) planning and coordination

Communications & Relationship Management

- Serve as a key liaison between the Board of Directors, CEO, and Senior Leadership Team
- Support clear, timely, and culturally appropriate communication with Board members
- Contribute to fostering strong governance relationships grounded in respect, trust, and accountability

Administrative & Operational Support

- Provide administrative support related to governance functions, including:
 - Expense tracking and reconciliation for Board-related activities
 - Document management and filing systems
 - Support special projects related to governance, strategic planning, and organizational priorities
 - Assist with event coordination related to Board and governance activities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong understanding of governance practices, particularly within not-for-profit or Indigenous organizations
- Knowledge of results-based governance models and Board best practices
- Excellent organizational and time management skills with the ability to manage multiple priorities and deadlines
- Strong written communication skills, particularly in preparing professional Board materials and minutes
- High level of discretion and ability to handle confidential information
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Board management systems
- Strong interpersonal skills and ability to build relationships with diverse stakeholders
- Ability to work independently and proactively anticipate needs
- Cultural competency and respect for Indigenous knowledge systems and ways of being

STATEMENT OF QUALIFICATIONS:

- Minimum 3+ years progressive experience in an administrative, governance, or Board support role
- Experience supporting a Board of Directors is strongly preferred
- Post-secondary education in administration, governance, public administration, or related field preferred
- Experience in a not-for-profit and/or Indigenous organization considered an asset
- Experience working in a hybrid (virtual/in-person) environment
- Knowledge of governance frameworks, policies, and compliance requirements is an asset

INTERESTED APPLICANTS

Please submit your resume and cover letter to: humanresources@dahac.ca by June 12th, 2026.

Nya:weh / Miigwetch to all applicants. Only those selected for interviews will be contacted

Please note that **ONLY** complete applications with cover letter will be considered.

Preference is given to candidates of Indigenous Decent.

100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependent Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

Other Benefits

- 3 weeks' Vacation (to start) annually (pro-rated on hours worked per week)
- 12 Personal Days annually (pro-rated on hours worked per week)