

Executive Secretary – Canadian Mathematical Society

The Canadian Mathematical Society (CMS), one of the leading mathematics organizations in Canada, seeks applications for the position of Executive Secretary. This position offers a unique and exciting opportunity for an individual with energy, drive, initiative and enthusiasm to make a difference on the national stage.

The CMS works to enhance Canada's capacity to innovate and compete globally by promoting the discovery, learning and application of mathematics in Canada. The CMS enhances the practice of mathematics in Canada through national conferences and publishing research journals, books, and newsletters in both print and electronic formats. The CMS, with the assistance of volunteers, supports efforts that identify and develop young mathematicians through its math competitions, math camps and other educational activities. The work of the CMS is carried out by a large number of dedicated and enthusiastic volunteers, together with a small experienced staff of eight at the Executive Office in Ottawa.

Responsibilities:

The Executive Secretary must be an effective and experienced administrator, able to address different points of view with the tact and courtesy appropriate to a largely volunteer organization. The position is half time and requires judgment, independence, travel, and flexibility in the scheduling of work hours.

The Executive Secretary is appointed by and accountable to the CMS Board of Directors. He/she represents the CMS to universities, governments, the corporate sector, institutes, and to other societies and officials. The Executive Secretary is responsible to the Executive Committee and the Board of Directors for the operations of the CMS Executive Office and for the other administrative offices throughout Canada. He/she works in close contact with the CMS President and the CMS Executive Office staff to ensure the Society's fund raising, meetings, publications, educational, electronic, projects, and operations are administered in an efficient and cost-effective manner.

The Executive Secretary is expected to attend the CMS Semi-annual meetings and, in particular, meetings of the Executive Committee and the Board of Directors.

If also appointed Corporate Secretary, the Executive Secretary is a member of the CMS Executive Committee.

Qualifications:

A doctoral degree in mathematics or experience in an academic and research environment in mathematics is crucial. The candidate should have: prior administrative or managerial experience; excellent organizational skills; excellent interpersonal skills; excellent analytical and problem solving skills; excellent and proven communication skills (in both official languages); experience in managing budgets; and the ability to develop and implement program support and promote the work and programs of the CMS. Experience

in fundraising and promotion is an advantage. Normally, the Executive Secretary will be required to work at least one day a week at the CMS Executive Office in Ottawa.

Start Date: Fall, 2017