

Job Posting: 10526 - Position: TD Securities Corporate Sustainability Co-op

Co-op Work Term Posted:	Fall 2019
App Deadline	06/14/2019 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	06/04/2019 02:36 PM
Job Posting Status:	Expired

Company Information

Organization	TD Bank Group
Salutation	Ms.
Job Contact First Name	Jane
Job Contact Last Name	Doe
Contact Title	Recruitment Officer
Address Line One	Unit 800
Address Line Two	163 Quarry Park Boul. SE,
City	Calgary
Province / State	Alberta
Postal Code / Zip Code	T2C 5E1
Country	Canada

Job Posting Information

Term Posted	Fall 2019
Job Title	TD Securities Corporate Sustainability Co-op
Employer Competition / Job Posting Number	247312BR
Duration	4 Months
Job Location (City/Town)	Toronto
Job Location (Province/State)	Ontario
Job Description	

Company Overview

Tell us your story. Don't go unnoticed. Explain why you're a winning candidate. Think "TD" if you crave meaningful work and embrace change like we do. We are a trusted North American leader that cares about people and inspires them to grow and move forward.

Stay current and competitive. Carve out a career for yourself. Grow with us.

Department Overview

Within the Office of the COO, TD Securities (TDS), the Diversity, Employee Engagement and Community Program Office oversees all aspects of Diversity, Inclusion, and Employee Engagement/Recognition globally, including research, strategy development, and implementation. The office is charged with fostering and embedding a diverse and inclusive culture in TDS; ensuring an environment with opportunities for TDS employees to participate in causes that matter to them; and helping to drive bottom line results and assist the dealer in furthering its goal as an employer of choice in the Capital Markets.

Job Description

- Assist with coordination of multiple employee giving and community campaigns/initiatives throughout the fall
- Support the business with special community investment projects and/or requests as required
- Provide support on various events, community programs and employee engagement initiatives
- Manage group(s) of employee volunteers, ensuring relevant details, training and support provided
- Communicate effectively with stakeholders (employees, business partners and charities)
- Manage all incoming and outgoing communications from program mail inboxes, responding to any inquiries accordingly
- Keep Manager(s) informed and up-to-date about all relevant information related to day-to-day activities and escalate issues as appropriate
- Support the Diversity, Employee Engagement and Community Program Office by continuously developing knowledge, including maintaining proficiency with software applications/programs and/or department specific systems as required
- Business Intelligence & Reporting
- Extracting a sub-set of data from large data files to produce specialized report packages/dashboards and executive scorecards to support business/program needs
- Analyze, design and/or create automated reports, dashboards and/or scorecards to provide information to support business and community investment decisions and ensure alignment of metrics being tracked
- Working with stakeholders to understand business/program objectives and develop value-added reporting and provide ad-hoc data extracts

Job Requirements

Requirements

- Excel (Macros experience) and working knowledge of MS Office suite plus ability to learn additional software quickly
- Strong relationship management skills
- Strong organizational, follow-up and priority setting skills to handle multiple tasks/projects and work independently
- Excellent verbal and written communication with the ability to work collaboratively and effectively
- Adaptable to changing priorities and ad hoc requests under tight deadlines with multiple stakeholders

Considered an asset:

- Experience with Data Management, Analytics, and Project Management
- Degree/diploma with focus on Diversity & Inclusion, Corporate Social Responsibility, HR (Employee Engagement)
- Passion for serving the needs of community, preferably as they pertain to engaging employees
- Knowledge of current trends in employee engagement/experience

Preferred Academic Level Undergraduate

All Programs No

Targeted Degrees and Disciplines **Bachelor of Arts (BA)**

Economics BA

Bachelor of Science (BSC)

Computer Science & GIS

Computer Science BSc

Bachelor of Management (BMGT)

Accounting

Computer Science BMgt

Economics BMgt

Finance

General Management

Human Resource Management & Labour Relations

Indigenous Governance and Business Management

International Management

Marketing

	Political Science BMgt
Salary	0.0
Projected Start Date	September 03, 2019 12:00 AM
Projected End Date	December 31, 2019 12:00 AM

Application Information

Application Material Required	Resume
	Cover Letter
	Transcript

Additional Application Information

Inclusiveness

At TD, we are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of our customers and communities in which we live and serve. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.