



2026-07-17

ENWIN Utilities Ltd., is currently accepting applications for the vacant position of:

Risk and Governance Coordinator
(Temporary Contract)

Location: Windsor, ON (Hybrid)

Reporting to the Manager, Risk and Governance, the successful applicant will be responsible for providing support to the Manager, Risk and Governance in the areas of risk management, corporate governance and records management. The duties include, but are not limited to, working in collaboration with the Manager to develop the risk management program; participating in the review and editing of policies and procedures to address risks and compliance issues, and tracking related compliance; assisting the Manager with performing corporate secretariat duties for the Boards of Directors and Committees of the ENWIN Group of Companies and the Windsor Utilities Commission, including the coordination of Board meetings and compiling agenda packages; serving as a liaison between all departments, the senior executive team and stakeholders including the Shareholder, Boards, Commission, Committees and City of Windsor, for all matters related to governance, risk and records management, as well as leading the corporate processes and training associated; assisting with contract management, corporate filings, and compliance with relevant legislation and by-laws; providing support for effective corporate records management, regulatory requirements and information management throughout the ENWIN Group; managing insurance claims and related inquiries by customers and stakeholders.

The successful applicant must have the following skills and competencies:

- University degree in Public Administration, Business, Communications, Library Science, Legal or Related Field with a minimum of two (2) years of similar or related experience; OR a College diploma in a related field with a minimum of three (3) years of similar or related experience.
- Courses and/or experience in risk management or corporate governance.
- Knowledge of the Business Corporations Act (Ontario), Municipal Act, City of Windsor by-laws, and the Safe Drinking Water Act considered a valuable asset.
- Understanding of the TSX corporate governance guidelines also considered an asset.
- Experience in scheduling, preparing reports, agendas and recording minutes for meetings.
- Experience with Councils, Boards, Committees, or similar bodies is preferred.
- Experience in the utility sector would be an asset.
- Demonstrated ability to effectively and professionally communicate orally and in writing.
- Ability to prioritize and meet deadlines using strong time management skills.
- Demonstrated success in developing good working relationships.
- Strong attention to detail, problem solving and stewardship skills
- Ability to work independently in a highly confidential environment and take ownership of assigned tasks.
- Strong capabilities in Word, Excel, PowerPoint.

4545 Rhodes Drive, P.O. Box 1625, Stn. "A", Windsor, ON, N8W 5T1



- Experience with Diligent Board Book software and Open Text/Document Management Software considered an asset.
- Class 'G' driver's licence.

Salary Range for Qualified Candidates: \$94,717 - \$105,241

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Friday, July 31, 2026. Please quote File #EWU-26-01-040 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.