



Executive Assistant

Full-Time, Permanent Position – 37.5 hours per week
Halifax Nova Scotia (Hybrid options)

Who are we?

Food is not the solution to food insecurity, but people need support today. Knowing this, we collect and distribute more than three million kilograms of food annually to 139-member food banks, meal programs, and shelters across the province. This equates to over \$1 million worth of food each month. We also support member agencies as they build capacity to serve their communities, and partner with communities across Nova Scotia to explore innovative new solutions to food insecurity. While we help Nova Scotians meet a very basic need, we're raising awareness of the root causes of food insecurity including systemic racism, low wages, inadequate income support, and unaffordable housing. We believe all Nova Scotians deserve just, dignified, and secure access to food, and no one should have to rely on charity to meet their most basic needs.

What is an Executive Assistant?

Feed Nova Scotia is seeking an exceptional Executive Assistant to provide high-level administrative, strategic, and organizational support to the Executive Director. This role requires a seasoned professional with impeccable judgment, exceptional communication skills, and the ability to manage complex priorities in a fast-paced, mission-driven environment.

The Executive Assistant serves as a trusted partner to the Executive Director and acts as a key liaison between the executive office and internal and external stakeholders, including government, donors, partner organizations, and the Board. This role is critical to the smooth functioning of the executive office and governance operations.

Key Responsibilities

Executive Support

- Manage the Executive Director's calendar, schedule, travel, and correspondence with a high level of discretion and professionalism.
- Prepare and organize materials for meetings, presentations, speaking engagements, and media appearances.
- Monitor deadlines, track key deliverables, and ensure the Executive Director is fully briefed and supported.
- Draft and proofread internal and external communications on behalf of the Executive Director.
- Handle confidential information with integrity and sound judgment.

Board Support and Governance

- Act as the primary administrative liaison to the Board of Directors.
- Coordinate board and committee meetings, prepare agendas, distribute materials, and take accurate, timely minutes.
- Maintain official board records and ensure compliance with governance policies, by-laws, and annual requirements (e.g. governance records, conflict of interest declarations, etc).
- Support in the preparation of the Society's Annual General Meeting and compliance with by-laws, regulatory filings and standards accreditation.
- Support Board recruitment, onboarding, and orientation processes.

Project Coordination

- Provide project management support on strategic initiatives led by the Executive Director.
- Assist with tracking organizational goals, milestones, and reporting requirements.
- Coordinate internal cross-functional communication and information flow between departments and the Executive Director.

Relationship Management

- Serve as a key point of contact for external stakeholders engaging with the Executive Director.
- Build strong, collaborative relationships with staff across all levels of the organization.
- Represent the Executive Director with professionalism and integrity in all interactions.

Qualifications and Experience

- Minimum 5–7 years of experience in an Executive Assistant or senior administrative role, ideally supporting a CEO, Executive Director, or Board Chair.
- Proven track record of managing high-volume, high stakes work in a complex, multi-stakeholder environment.
- Exceptional organizational and time-management skills with the ability to manage competing priorities with grace and precision.
- Strong writing, editing, and verbal communication skills.
- Deep understanding of board governance practices, confidentiality, and nonprofit operations.
- Proficiency in Microsoft Office Suite, Google Workspace, Zoom, and board management tools (e.g. BoardEffect, Diligent) considered an asset.
- Ability to work independently, take initiative, and anticipate needs.
- Alignment with Feed Nova Scotia's values and commitment to equity, dignity, and justice.

Compensation

The annual salary range for this position is \$70,923-83,439, paid out on a biweekly basis. Benefits include paid vacation (3 weeks to start), Health Benefits, 15 days discretionary PTO, RRSP matching.

Application Instructions

For your application to be considered, please ensure that it includes the following:

1. One document (PDF) that includes a resume and cover letter introducing yourself and outlines clearly how you meet the requirements of this position as well as your interest in and alignment with the role.
2. Please include *"Executive Assistant"* in the subject line to help us action your application more efficiently.
3. Applications will be accepted via email (recruitment@feednovascotia.ca) until July 2, 2025, at 4pm AST.

What to Expect

We closely review all applications including resume and cover letter. If you are selected as a candidate, you can expect to receive an invitation for an informal chat so we can get to know you better. Selected candidates will be invited to a formal interview with organizational representatives. Finalists may be invited to a second-round interview and/or a skills activity related to the role and will be asked to provide employment references.

There is no such thing as the perfect candidate. If you don't meet all the requirements, we encourage you to apply and share your story with us; what do you bring to the table that positions you for success in this role? We aren't looking to hire someone who checks all the boxes. We want someone who is passionate about our mission and values, who has the potential to do great work with the right tools and resources, and who is willing and ready to learn alongside our team as we work towards making positive, sustainable change in our community.

If you require any accommodations to submit your application successfully, please contact us via e-mail at recruitment@feednovascotia.ca or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!

At Feed Nova Scotia, we prioritize cultivating a diverse and inclusive workforce, understanding its critical role in driving innovation and fostering a sense of belonging. Our commitment extends to creating a work environment that authentically represents the communities we serve.

We welcome applications from all interested individuals, placing a particular emphasis and priority for candidates from historically excluded groups. We actively encourage submissions from those identifying as African Nova Scotian, Mi'kmaq, Black, racialized, Indigenous/First Nation, a person with disability, 2SLGBTQIA+, and newcomers to Canada. We invite you to share this information in your cover letter or resume, and we invite you to express your pronouns.