

## **Executive Assistant**

Full-Time, Permanent Position – 37.5 hours per week  
Flexible work arrangements

### **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 140 member food banks, meal programs, and shelters across the province. This equates to over \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities. While we help Nova Scotians meet a very basic need, we're raising awareness of the root causes of food insecurity - things like systemic racism, low wages, inadequate income support, and unaffordable housing. And we're advocating for sustainable, policy-based solutions that will allow everyone to live a life of dignity and leave no one relying on charitable band-aids to address human rights.

### **What is an Executive Assistant?**

Reporting to the Director, People & Culture, the Executive Assistant will primarily manage and triage administrative tasks and functions at the management and Board levels. This role acts as the board administrator, supporting the Board of Directors and related committees and administering a variety of functions for the Board including document control and management, preparation of information for board members, and coordination of board projects and board activities.

Recognizing that this is a new role for the organization, some flexibility and fluidity of tasks and accountabilities will be necessary as we continue to trial new functions, learn from our experiences and outcomes, and pivot to ensure we are meeting the immediate and future needs of the organization.

### **What does an Executive Assistant do?**

The successful candidate can anticipate providing administrative support to the following portfolios:

#### **Board of Directors (35%)**

- Remain highly organized to efficiently coordinate and attend board and committee meetings
- Manage meeting logistics, including supporting board and committee workplans and calendars, timely preparation and distribution of materials including agendas and advance reading materials

- Serve as recording secretary for all board and committee meetings and prepare and maintain minutes, bylaws, policies and other documents of the board and its committees
- Work closely with the board and committees on the development, review and ensure policies meet standards compliance and best practice
- Manage all logistics for board meetings and strategic planning sessions including travel, room bookings, and expense claims. Prepare materials including agendas, session documents, and follow up actions resulting from strategic planning sessions
- Support the submission of the annual Imagine Canada standards compliance report
- Coordinates orientation for new board members and ongoing education for board members

#### **Accreditation, Standards & Compliance (35%)**

- Ensures timely and accurate submission of annual Imagine Canada compliance report and accreditation process
- Supports the accreditation and ongoing compliance with Food Banks Canada standards
- Proactively identifies potential compliance issues and standards awareness

#### **Organizational Statistics & Reporting (10%)**

- Assists in the development and preparation of team dashboard and statistics
- Completes a variety of special projects including creating PowerPoint presentations, financial spreadsheets, and special reports
- Conduct research as needed to support initiatives and decision-making

#### **Executive Director & Senior Leadership Team (10%)**

- Assists the Executive Director in keeping the Board of Directors and Leadership Team informed of significant issues affecting the development and delivery of programs and services
- Participates in the preparation of the organizations strategic plan, board materials/meetings and compliance requirements
- Supports the organization and execution of the annual general meeting of the members
- Maintain Executive Director's schedule by planning and scheduling meetings and travel
- Assist Executive Director with management of daily meeting calendar

#### **General Organizational Administrative Support (10%)**

- Assists with the implementation of identified projects and programs, works with project staff and volunteers in matters such as financial management, training and promoting the organization
- Provides back up support for reception staff and volunteers

- Triage incoming emails, ensuring to make the most appropriate connections within the organization
- Supports the implementation and ongoing compliance of the organization's records and file retention policies

## What are we looking for?

- Dependable and honest; professional and self-motivated
- Detail oriented; excellent organizational skills
- Exemplary communication skills, written and verbal
- Excellent time management and planning skills
- Integrity, honesty and good understanding of data privacy & security standards
- 5 years of progressively complex senior administrative roles including specialized knowledge of boards and governance
- Able to effectively work independently, while collaborating with others in a cross-departmental environment
- Strong learning agility; takes initiative and possesses creative problem-solving skills
- High degree of self-awareness and emotional intelligence
- Previous experience providing multi-tiered administrative support in a team environment
- Advanced computer skills with a good, demonstrated knowledge of Microsoft Office
- Experience supporting Board of Director functions preferred
- Previous knowledge and understanding of non-profit industry and/or social service setting an asset
- Centres equity, diversity, and inclusion in their work; inclusive and welcoming in nature

## Compensation

The annual salary range for this position is \$49,118 - \$57,786, paid out on a biweekly basis. Our total compensation package includes three weeks of paid vacation, group insurance (after 3 months) and an employer contributed group RRSP (after 6 months).

## Application Instructions

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

- Cover letter introducing yourself, that clearly indicates how you meet the requirements of this position
- Resume focusing on your interest in and alignment with the role, highlighting relevant skills and experience

If you are looking for a truly unique and powerful opportunity to serve your community, please submit a cover letter and resume in one PDF document that clearly indicates how you meet the

requirements of this position to: [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca) by 11:59pm on Thursday, March 28, 2024. Please include Executive Assistant in the subject line to help us action your application more efficiently.

## Summary

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 others may not? We aren't looking to hire someone who 'checks all the boxes'. We want someone who is passionate about our mission, 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.

For us to create meaningful, sustainable change, equity, diversity and inclusion must be centred in every aspect of our work. As a provincial organization with influence and credibility, we recognize the responsibility we have to hold ourselves accountable to this. We know our efforts will effect more change if our employees, their identities, and their lived experiences are reflective of the communities we work with and live in.

Through ongoing work that empowers everyone to bring their full, authentic selves to Feed Nova Scotia every day, we want to build a culture where difference is valued. We know where we want to be, but we'll be honest—we aren't there yet, and we won't get there overnight. But we're committed to doing the work, and we hope you'll join us on our journey and share your strengths as a member of our team.

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