



Job Posting- **Assistant to the Directors**

VALUING LIVED EXPERIENCES

EAC's vision is of a just and vibrant world of respect, belonging, and ecological resilience. As a team, we are working to decolonize, further equity, and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team. We encourage applications from individuals from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender, and queer people, and persons with disabilities. If you are a member of an equity-deserving group and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer, and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging, and resilience. We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

ABOUT YOU

You take pride in your work and are described by others as organized, detail-oriented, decisive and a quick study. You enjoy getting things done. Your excellent communication skills allow you to thrive in a busy work environment, where you can fully engage in meaningful work as part of a passionate team. Your personal values include communicating clearly, acting with integrity, and supporting others to thrive. You enjoy collaborating with diverse groups and want the work you do to have a positive impact on the community and the environment.

YOUR FOCUS

In this position, you will be responsible for administrative, communications and logistical support for EAC's senior leadership team of three directors as well as providing secretariat support for a national group of environmental leaders. Your role will include supporting in-person event logistics, creating support materials and taking minutes, scheduling and meeting coordination, file management, crafting and editing written communications, and other special projects. Some travel will be required; 2 trips within Canada during the year, 3-4 days in duration. The position reports to the EAC's Executive Director.

WHAT YOU BRING

- 3+ years' work experience in administrative or project management roles.
- Strong written and oral communications including active listening skills. Excellent English writing skills.



- Excellent working knowledge of Windows, and Office 365 applications including Sharepoint, as well as other file-sharing and online time management tools.
- Strong attention to detail, accuracy, and excellent organizational skills.
- Experience supporting senior leaders and/or boards of directors.
- A deep commitment to equity, diversity, and inclusion in all its forms.
- Initiative, self-motivation, and the ability to work well independently, while also excelling in a collaborative team environment.
- Excellent time-management skills and experience handling unexpected tasks and last-minute deadlines.
- Experience supporting logistics for in-person events.
- Effective with strong judgement and a positive problem-solving attitude.
- High level of integrity, and confidentiality.

The following are considered an asset:

- Administrative experience in non-profit and/or government
- Knowledge of policymaking, granting and/or government operations
- Knowledge of environmental issues and environmental organizations
- Competency in written and/or oral French

TERMS OF EMPLOYMENT

- Part-time position; 20 hours per week, with flexible hours within a Monday-to-Thursday schedule
- Hourly wage between \$26-\$30, commensurate with experience
- 12-month contract
- Hybrid work environment requiring 1-2 days a week at our office our renovated, energy-efficient green office building in Halifax's North End
- 3 weeks paid vacation per year, plus 1 week of paid time off during the winter office closure in December (pro-rated for a 20-hour work-week)
- 12 paid holidays per year (pro-rated) and 10 paid wellness days (pro-rated)
- Cost-shared benefits plan
- Anticipated start date in mid-December 2023

TO APPLY

Please submit your resume and cover- [APPLY HERE](#). The closing date is November 23, 2023.

We thank everyone who applied; however, we will only contact those who will be interviewed.