



JOB POSTING- Associate Director of Operations

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

As the Associate Director of Operations, you are a strong strategic leader with sound knowledge of the financial and business sides of non-profits and a talent for identifying opportunities for growth and change throughout the organization. Your excellent communication skills, and ability to build strong relationships enables you to foster a workplace of honesty, transparency and accountability. You have a genuine concern for people, community and the environment. You have a diverse background working in complex, non-profit and/or for-profit organization(s) which allows you to thrive in a range of roles including financial management, organizational development and risk management. You have the analytical and people skills needed to join our organization and excel as a member of our leadership team.

YOUR FOCUS

As part of EAC's senior leadership team you play a key role in setting strategic goals and translating them into operational objectives. You provide inspired leadership to the Operations Team - Finance, Human Resources, and Facilities. You ensure internal policies, procedures, and systems support EAC values, effectiveness, and the advancement of the strategic plan. Using a collaborative approach to ensure alignment of structures, policies, processes, culture, and people practices you strengthen EAC's capacity, both financial and human, and positively contribute to employee engagement and retention. The Associate Director of Operations has 4 direct reports



and a team of 5-7. EAC has a total staff of 50+. Support for the role is provided by the leadership team as well as a mix of staff and volunteers. This position reports to the Executive Director and provides support to the Board of Directors.

WHY YOU SHOULD APPLY

Even if you don't have all the requirements listed in this position, you may be the right candidate. If you are a natural leader with a passion for how organizations thrive and change, and an experienced manager knowledgeable of the financial and business sides of non-profits, we want to hear from you. Apply and tell us what you'd bring to the team.

WHAT YOU BRING

- At least 5 years of proven financial and operational leadership with sound people, process, and systems knowledge.
- 3+ years' senior leadership experience in a small to medium sized non-profit or community organization(s).
- Experience in the following areas:
 - supporting and advising senior leadership.
 - managing and supporting a team including employees and volunteers.
 - working in a non-profit organization, First Nation Band, co-op or community enterprise.
- A commitment to values-based leadership and a journey of organizational decolonization.
- Excellent communication and interpersonal skills, a flexible mindset and experience in navigating / resolving conflict.
- Demonstrated ability and enthusiasm for identifying challenges and opportunities and creating efficiencies and great systems in an organization.
- An action-oriented and creative approach to organizational design and development, and human resources in order to build organization effectiveness.
- Ability to work effectively with diverse groups and individuals and support inclusion.
- A mind-set of risk management, proactively assessing and mitigating risk exposure and, where appropriate, communicating risk assessments to senior leadership.
- An appetite for ongoing learning and development.
- Flexibility in schedule to deal with sudden, urgent situations and deadlines that arise within the organization.

Other skills and experience considered an asset:

- Education such as: Non-Profit Management Certificate, HR management background and/or MBA.
- Knowledge of IT infrastructure and systems, and ability to identify IT systems shortcomings.
- Change management training or experience.
- Experience working with a Board of Directors.

TERMS OF EMPLOYMENT:

- Full-time position with flexible hours within a 4-day work week, totaling 30 hours/week. Monday-to-Thursday schedule, with some exceptions. Learn more about our 4-day work week [here](#).
- Annual salary between \$58,000 and \$67,000 and commensurate with experience



- Cost-shared benefits plan
- 3 weeks paid vacation per year (pro-rated for the 4-day work week), 1 week of paid time off during the winter office closure in December, 12 paid holidays (12 per year) and paid wellness days (10 per year).
- Hybrid work environment requiring 2 days a week at our office in Halifax's North End.
- Anticipated start date of 1 May 2025

TO APPLY

Please submit your resume and cover letter- [APPLY HERE](#). The closing date is March 31st, 2025.

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