



Job Posting – Atlantic Offshore Wind Coalition Secretariat

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, great at planning and a self-starter. You enjoy getting things done and supporting others' success. 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 a wide range of individuals and want the work you do to have a positive impact on the community and the environment.

KEY RESPONSIBILITIES YOU WILL HOLD

- Support coalition leadership, coordinators, and consultants in the goal of strengthening support for smart development of offshore renewable energy and the phasing out of offshore oil and gas production in Atlantic Canada.
- Track and anticipate upcoming administrative and logistical requirements for Coalition meetings and calls and support the coordinators and consultants in their roles.



- Maintain integrated communication among various coalition membership & partners, including anticipating needs & gaps, maintaining a focus on possible opportunities for collaboration across various priority areas.
- Ensure the efficient flow of information, including financial information, amongst the directors, coordinators, and consultants, as required.
- Maintain an overview of project goals and deadlines; support workplan development and budget monitoring.
- Support effective meeting planning and facilitation.
- Provide general administrative support including:
 - Supporting scheduling with alacrity and attention to detail.
 - Assisting in the editing and production of reports or documents.
 - Ensuring clear & consistent electronic file management.
 - Supporting events, meeting preparation and set up.
 - Supporting directors and coordinators in project management and organization as required.
- Other duties and special projects as required.

WHAT YOU BRING

- 3+ years' work experience in project management or administrative 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 and meeting tools.
- Experience with funder reporting, grant proposals, and report writing.
- Strong attention to detail, accuracy, and excellent organizational skills.
- Experience supporting senior leaders and/or project managers, particularly with budget and expense tracking.
- Experience and/or comfort with meeting facilitation or supporting group conversations.
- 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.

These additional skills, areas of knowledge, and experiences are an asset:

- Experience working and/or volunteering in a non-profit organization.
- Understanding of environmental issues, particularly related to renewable energy and the landscape surrounding wind development within Atlantic Canada.
- Passion for the environment and social justice.



TERMS OF EMPLOYMENT:

- Part-time position with flexible hours within a 4-day work week, totaling 15 hours/week.
- Hybrid work environment at our office in Halifax's North End.
- Hourly wage of \$32.45/hour.
- 4% vacation pay plus 1 week of paid vacation per year (pro-rated for a 15-hour work week) during our December office closure; 12 paid holidays per year (pro-rated for 15-hour week) and 10 paid wellness days per year (pro-rated for a 15-hour work week)

TO APPLY

Please submit your resume and cover-[Apply Here](#). The closing date is **March 31, 2025, at 9am.**

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