

## **We're Hiring: Administrative Assistant**

### **About the job**

**Please Note:** *We're excited by the interest from talented individuals across Canada. However, this opportunity is limited to candidates currently residing in Nova Scotia*, given the nature of the role and our focus on local community support. We encourage others to follow our work for future opportunities.

**Job Title** – Administrative Assistant – Part-time/Term or possible independent contract

**Reports to** – Executive Director, NSNPHA

**Effective Date** – ASAP

**Compensation** – Hours and Hourly rate to be negotiated based on experience and qualifications. *Part-time hourly rate commensurate with experience (based on \$44K-60K FTE per annum)*, for the first contract.

### **About the Nova Scotia Non-Profit Housing Association (NSNPHA):**

The mission of NSNPHA is to support the mobilization, empowerment, growth and sustainability of Nova Scotia's non-profit housing providers and the informal housing groups, networks, and coalitions that support their work.

### **Why Join NSNPHA?**

- Support non-profit housing initiatives across Nova Scotia.
- Career advancement opportunities as NSNPHA transitions into its scale-up phase, with the potential to shape your role within the Association as it grows.
- Opportunity to support the development of NSNPHA's corporate culture and employee benefits.
- Flexible remote work environment.

### **Position Summary:**

We are seeking a highly organized, proactive, and detail-oriented part-time/contract Administrative Assistant to support NSNPHA's Executive Director (E.D.) The ideal candidate is adept at managing multiple tasks and competing priorities, as well as an effective communicator. In this role, you will serve as the ED's right-hand person, handling administrative duties and acting as a key liaison between internal teams and external partners.

This is a unique opportunity to join a mission-driven newly formed Association at a pivotal stage of growth. As we transition into scale-up mode, you will have growth potential with opportunities for advancement and the ability to shape your role as the Association expands. As part of NSNPHA's development, our intention is to transition our contractors and/or part-time employees to full-time employment agreements by the end of fiscal year 2025-2026 if not much sooner.

**Duties and Responsibilities (not limited to):**

- Maintaining and coordinating the organization's schedule, (i.e. deadlines, meetings, and events with stakeholders, government officials, and internal team). Planning and arranging travel itineraries, accommodations, and related logistics for the ED and staff.
- Preparing agendas, briefings, and supporting documents for meetings. Take detailed notes and follow up on action items as needed.
- Assisting in tracking and managing key projects, ensuring deadlines are met and stakeholders are informed.
- Supporting the team with organizing and coordinating events, meetings, and networking opportunities related to the Association workplan and priorities.
- Maintaining organized electronic filing systems.
- Data entry.
- Maintaining guest user access for Teams, troubleshooting technical challenges faced by users.
- Assisting with other administrative duties, such as ordering supplies, managing expenses, and ensuring the smooth day-to-day operations of the office.
- External communications (i.e. social media, newsletters, etc.)
- Performs other related duties as assigned.

***Optional additional duties and responsibilities, dependent on funding:***

**Green and Energy-Efficient Priorities**

- Work closely with the Capacity Building Coordinator to support non-profit housing organizations in accessing green funding and resources.
- Assist member organizations in identifying and applying for grants related to energy-efficient and net-zero housing projects.

- Research and compile resources on sustainable building practices and green initiatives relevant to community housing.
- Work with the Program Coordinator to facilitate the offering of workshops or networking opportunities focused on green housing development.
- Track and report on green initiatives and funding accessed by member organizations.

**Minimum Education, Experience and Qualifications:**

- Minimum post-secondary education equivalent to one-two years of study in a professional program (i.e. office administration).
- Minimum of 3 years of administrative support or related experience.
- Current Nova Scotia resident, Nova Scotia Driver's License, and ability to travel provincewide.

**Required skills:**

- Ability to make independent decisions using sound business judgment to prioritize tasks and facilitate executive decision-making.
- Ability to convey complex matters clearly and concisely, high emotional intelligence (EQ) to manage diverse stakeholders with tact and diplomacy, and a proactive, flexible, service-oriented attitude.
- Growth-focused and highly adaptable in a growth-focused environment.
- Ability to learn quickly and adapt to new technologies or environments.
- High proficiency with Microsoft 365/Sharepoint/Teams, and ability to assist others with technical support, required.
- Proficiency with project management and productivity tools like Asana, Slack, or Trello is an asset. Advanced knowledge of Microsoft PowerPoint, Word, Excel, and Teams is an asset.
- Strong communication skills required.
- Strong proficiency with social media and other external communications (i.e. writing newsletters) is an asset.
- Experience with bookkeeping and comfort with online bookkeeping systems is a strong asset

- A self-starter, strong time management skills, ability to manage a workload and multiple priorities, implement programs and goals, and effectively track information.
- Ability to work independently and remotely
- Previous experience working in non-profit is a strong asset.
- Previous experience and/or knowledge of community housing is an asset.
- Experience working in a startup environment is an asset.

***\*Indigenous Candidates\****

NSNPHA is committed to fostering an inclusive and diverse work environment. We encourage Indigenous candidates to apply for this position. If you are a member of an Indigenous community and wish to self-identify, please indicate this in your application. NSNPHA has access to wage subsidy programs that may provide additional support (i.e. increased hours) for Indigenous employees.

**Application Process:**

Please submit your resume and cover letter by email to [jobs@nsnpha.com](mailto:jobs@nsnpha.com) by 11:59 p.m. Atlantic on Wednesday, February 19, 2025. Selected candidates will be invited for an in-person or virtual interview with the ED. A work sample may also be requested.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.