



Impact Organizations of Nova Scotia

Improving Lives by Empowering Community



**WORKING WITH
OUR TEAM!**

Executive Assistant

Commitment to Team Diversity

Impact Organizations of Nova Scotia (IONS) is working toward a vision of a decolonized, just and equitable Nova Scotia and that starts with us. IONS is committed to building a staff team that reflects and values the diversity of the province. We strive to ensure a culture that supports a variety of perspectives and lived experiences. We are committed to being an intentionally inclusive and equitable employer and creating an exemplary welcoming environment.

We are intentional in our recruitment approach and encourage applications from African Nova Scotians, those from Indigenous communities, other racially visible persons, the 2SLGBTQIA+ community, and persons with disabilities and will prioritize diversity in our selection process. If you are a member of one of these equity-deserving groups, please self-identify in your cover letter and/or resume.

Introduction

The IONS team is passionate about supporting Nova Scotia's Community Impact Sector and has a culture rooted in learning, challenging dominant ways of working, and building trust-based relationships. We engage in continuous adaptation based on our experiences and feedback, both in relation to what we offer the sector and how we work together internally. We are committed to advancing JEDDI (Justice, Equity, Decolonization, Diversity and Inclusion) at an individual, organizational, and sector level.

Our team is headquartered in Halifax with the ability to support hybrid working arrangements. Our mission is to champion and build the capacity of Nova Scotia's impact organizations, moving collectively in unwavering pursuit of healthy, vibrant futures for all communities, people, the land, and living beings. To advance this work and provide administrative support to our Executive Director, we're expanding our team with the addition of a full-time Executive Assistant role.

This position is suitable for someone in the early stages of their career and we encourage applications from recent graduates, as well as those with experience in nonprofit administration.

IONS is working toward a vision of a decolonized, just and equitable Nova Scotia and that starts with our team. We can grow, learn and better serve our communities with a diversity of perspectives and lived experiences. We welcome and prioritize the unique contributions people can bring in terms of their geographic location in the province, education and lived experiences, culture, ethnicity, Indigenous status, race, spoken languages, gender identity and expression, age, religion, disability,

sexual orientation and beliefs. We are intentional in our recruitment approach and encourage you to self-identify as a member of an equity-deserving group in your application.

Working with IONS

IONS currently has ten full-time staff, eight of which are based in Halifax and two in Cape Breton. We are currently examining how we structure and work together and are on a path toward an organizational model that prioritizes peer-to-peer accountability and collaborative teamwork over hierarchy. You will be joining us while we are still on this transitional path – so an interest in experimenting with new ways of working will be important! We are committed to developing a healthy workplace culture that helps to prevent burnout and have a 4-day work week.

- This is a full-time position with a dynamic and passionate team.
- This position is based in the Halifax office with hybrid working options.
- Compensation will be between \$50,000-55,000 commensurate with experience.
- A 4-day work week (Fridays off – totaling 32 hours/week with some flexibility within the working day) is part of the IONS benefits package.
- Vacation (4 weeks) and wellness days (12 per year), as well as office closure during the winter holiday period, will be part of the compensation package.
- We offer a comprehensive health plan (employees pay 50% of health and dental portion plus 100% of long-term disability) and a \$250/year wellness fund per year (prorated based on start date). Health benefits are offered after the employee has been with IONS for three months.

About Impact Organizations of Nova Scotia

Located in Mi'kma'ki, Impact Organizations of Nova Scotia (IONS) connects, supports, and advocates for Nova Scotia's Community Impact Sector. Celebrating 10 years of promoting a healthy, sustainable sector, IONS (formerly the Community Sector Council of Nova Scotia) is one of 14 Industry Sector Councils funded by the Nova Scotia Government Department of Labour, Skills, and Immigration (LSI). Our role is to address sector workforce challenges, to build capacity within organizations, and to increase access to expertise, opportunities, and resources. IONS provides skill building and learning opportunities, network development opportunities, and supports for impact organizations.

Over the past few years, our focus has evolved and expanded to fully embrace our role championing the Community Impact Sector— voicing and amplifying the vital services and work of impact organizations. With systemic issues and major social challenges facing those living in Nova Scotia, we recognize the crucial and urgent need for a more just, equitable, and community-driven approach to re-envisioning our society. IONS is more determined than ever to highlight the need for the Community Impact Sector as a balancing force for social good and positive change.

How You will Support the IONS Team

We are seeking an individual who is passionate about purpose-driven work and takes pride in being both organized and able to contribute to a wide diversity of tasks. You will be working most closely with the Executive Director and the IONS operations team. You'll be supporting nearly all aspects of IONS' work, so you'll have to be comfortable with changing tasks and jumping in where needed. We hope to find someone who loves working collaboratively, values diversity of knowledge and viewpoints, and is solution-oriented. You will also need to be very comfortable with learning and using a variety of technology systems, and supporting general logistics and administrative tasks. We also want to make sure you have opportunities to engage in projects that pique your interest and help you develop your leadership skills.

What Does the Role Involve?

The Executive Assistant role will report to the Executive Director (ED) and work closely with people across the organization. The role will include supporting the ED on a range of tasks related to the IONS Board of Directors, operations and event logistics, as well as other administrative tasks as needed. The percentages listed in the table below are meant to offer a high level view of how we anticipate time in this role will be spent, but please note that this may change depending on current priorities.

Activity Area	Key Responsibilities
General administration support for the ED (40%)	<ul style="list-style-type: none"> • Provide scheduling support as it relates to the ED's calendar, coordinating meetings with groups of external partners, and scheduling full team gatherings (e.g., retreats and special meetings). • Provide logistical support for external meetings including securing venues, ordering catering, etc. • Support the ED with a variety of admin tasks on an as-needed basis related to the overall management of operations, funding administration and partner/ government relations. • Support the ED with light research tasks on a variety of topics, as needed.
Supporting admin tasks related to the Board of Directors (15%)	<ul style="list-style-type: none"> • Schedule meetings and prepare meeting documents. • Record meeting minutes and ensure action items are addressed prior to subsequent meetings. • Support logistics for Board recruitment. • Support the ED in any other materials or tasks related to the Board of Directors.
Organizational reporting and compliance (20%)	<ul style="list-style-type: none"> • Work with the ED to ensure the IONS compliance calendar is updated and deadlines are met.

	<ul style="list-style-type: none"> • Ensure all documentation is up to date at the Registry of Joint Stocks. • Coordinate content for funding reports from across the team and ensure they are submitted on time. • Coordinate a tracking system for IONS contracts.
Financial administration support (10%)	<ul style="list-style-type: none"> • Provide back up support related to processing monthly expenses. • Support the ED in financial management tasks.
Internal meetings, project work and organization-wide priorities (15%)	<ul style="list-style-type: none"> • Participate in team meetings, retreats and training activities. • IONS is increasingly moving toward a team-based environment where every team member has an opportunity to engage in project work that may be outside their core responsibilities but of interest to them. As such, a portion of time will be allocated for project work that is energizing to the team member.

We're Hoping to Find a Dynamic and Motivated Person Who:

- Is very comfortable working in a MS365 environment including the use of SharePoint, Teams, Outlook and MS Office products.
- Has basic understanding of compliance requirements and financial management associated with operating a nonprofit organization.
- Thrives on supporting a wide range of tasks and projects, and is able to effectively manage many simultaneous activities.
- Has experience with scheduling groups of people and coordinating logistics for meetings.
- Has excellent written and oral English communication skills.
- Has high attention to detail and is comfortable formatting presentations and reports.
- Has basic research skills and is able to synthesize information into easy to understand language.
- Has experience using design tools such as Canva and strong comfort level with MS PowerPoint.
- Is committed to anti-racism/ anti-oppression, equity, and empowerment of equity-deserving groups.
- Is a team player who exhibits and embraces the values of IONS.

***We recognize that learning and knowing happens in many ways and values perspectives from lived experience, thus equivalent combinations of education and experience will be considered.**