Executive Assistant/ Communications Officer
Nova Scotia School Boards Association, Dartmouth NS

The Nova Scotia School Boards Association (NSSBA) plays a leadership role in advocating for excellence in public education for all students. The Association has a new opportunity for an experienced Executive Assistant/ Communications Officer

Reporting to the Executive Director, the EA/CO is responsible for providing confidential administrative assistance to the Executive Director, President and Board of Directors; scheduling meetings and coordinating the particulars.

The EA/CO is responsible for planning, developing and coordinating communications for the Association along with event planning, website and social management, and media relations.

The EA/CO will be expected to work independently and accurately in a busy, complex, small office environment with competing priorities.

The ideal candidate, will have completed a Bachelors degree or college diploma with 3-5 years professional experience, in a communications and/or executive assistant position, preferably in an educational environment.

Fluency in French is considered an asset.

Specifically, this position has the following preferred requirements:
• Strong writing skills.
• Strong interpersonal and communication skills.
• Enthusiasm, flexibility and a pleasant manner.
• An advanced understanding of the issues of confidentiality while assisting with the provision of information to stakeholders.
• Team player, but capable of working independently.
• Highly organized.
• Experience organizing meetings and video conferences.
• Experience recording and transcribing minutes.
• Excellent typing, proofreading and electronic file management skills.
• Event planning/management experience.
• The ability to exercise good judgement, take initiative, innovate and accept responsibility.
• Ability to manage time effectively.
• Demonstrated ability to deal effectively with the public and internal staff.
• Proficiency in Microsoft Office.
• Experience using design and layout programs (preferably inDesign).
• Experience working with a website content management system.
• Knowledge of social media trends.
• Experience writing media releases and speeches.
• Media relations experience.
• Experience with strategic planning.

Personal interviews, the demonstration and use of word processing, writing skills, spreadsheet applications, typing skills and proofreading skills will be required by all short-listed candidates.

Salary range: $35,000 - $50,000 commensurate with education and experience.

Closing date for Applications: January 30, 2015