



African Nova Scotian Justice Institute (ANSJI) is accepting Expressions of Interest letters for an Executive Assistant at the African Nova Scotian Justice Institute (ANSJI).

JOB SUMMARY

ANSJI is currently seeking an Executive Administrative Assistant for the African Nova Scotian Justice Institute (ANSJI). The Executive Administrative Assistant will provide direct support to the Executive Director and support day-to-day office administration, meetings, and gatherings. The Executive Administrative Assistant will report directly to the Executive Director and will support the work of the senior management team generally.

Reporting Structure: The Executive Assistant will report directly to the Director of Operations but will support the work of the Executive Director.

ANSJI Mandate:

To address issues of systemic racism in the justice system that negatively impact African Nova Scotians while ensuring fair, legal and constitutional treatment of all African Nova Scotian community members.

ANSJI Vision:

To create programs and services that adequately address institutional racism faced by African Nova Scotians and their families when dealing with human rights complaints, the justice system, all forms of law enforcement and incarceration. The ANSJI will be a place African Nova Scotians can turn to when seeking legal advice, guidance and advocacy that understands African Nova Scotians as a distinct people. Government, non-governmental organizations, academic institutions, and community groups will look to the ANSJI as a leader in legal research, advocacy and education on justice issues affecting African Nova Scotian communities.

Key responsibilities of the Executive Assistant:

- ANSJI office coordination and administration;
- Preparation of agendas, documents, action lists and reports for staff and ANSDPAD Board meetings;
- Recording of meeting minutes when required;
- Carrying out pre and post-meeting duties as assigned;
- Maintenance of Executive Directors calendar;
- Drafting of routine documents and correspondence; and,
- Assisting the Executive Director with the management of office financial records and Budgets.



Qualifications and Skills

- Demonstrated knowledge and understanding of African Nova Scotians as a distinct people as well as social issues affecting the community;
- Outstanding organizational skills;
- Excellent communication skills, including listening, oral, written, telephone and email;
- Degree or diploma in office administration or a related field;
- 3+ years in a similar role or related experience;
- Previous experience working in government or the non-profit sector;
- Proven ability to work with confidential and sensitive information in a professional manner;
- Advanced computer skills, including use of Microsoft Office and related programs with an openness to learn new technology;
- Ability to work independently, to take initiative, and to use judgement;
- Ability to maintain financial records of expenditures and spreadsheets, and to provide assistance with forecasting and budget preparation; and
- Proficiency with office equipment (computer, photocopier, projector, scanner, etc.).

Criminal Record and Vulnerable Sector Check

Successful applicants are required to provide a Criminal Record Check (including Vulnerable Sector Search) before starting employment. While it is mandatory to submit a criminal record check, possessing a criminal record does not automatically eliminate you from being selected as the successful candidate.

Given the specific requirements of the job, certain criminal records may be deemed unsuitable for consideration as part of the selection process for the successful candidate.

Compensation & Terms of Employment

The ANSJI Executive Assistant will be up to a 2-year contract position ending on March 31, 2026. Compensation will be \$40,000-\$55,000 yearly. ANSJI is open and willing to discuss and negotiate secondments, reciprocal arrangements, and leave. We invite all expressions of interest.

Hours of Work: Hours of work are typically Monday to Friday 8:30-4:30pm (flexibility on start and end times) but some evening and weekend work may be required.

Holidays: Holiday pay is paid to all full-time and part-time employees in accordance with the Nova Scotia Labor Standards Code. ANSJI observes the following holidays:



- Salaried Workers: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday in August (Natal Day), Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day and Boxing Day.
- All other days that may be considered holiday will need prior approval of the Executive Director.

Vacation: The Employee will be granted fifteen (15) days of vacation per annum and will be taken at agreed upon times by the Employee and Employer. Additionally, there are two designated "shut down" periods, one in the summer and one in the winter months during which you will have time off. The Employee will be notified of these shut down periods in advance.

Probation Period: Successful candidates will undergo a 3-month probationary period to assess performance and suitability for continued employment.

Start date: To be determined by the Executive Director.

Pension: Upon completion of the mandatory probationary period, the employee will be permitted to join ANSJI RRSP pension matching program if interested, but this is not mandatory

Benefits: The Employee will be eligible to enroll in the ANSJI benefits program after successful completion of the probationary period. The benefits are mandatory unless waived by the insurance company if the Employee has comparable coverage.

If you are interested in this position, please submit your expression of interest to the ANSJI Director of Operations, Sarah Upshaw, at sarah.upshaw@ansji.ca subject line: *Executive Assistant*, no later than Midnight on May 3, 2024.