



JOB POSTING

Executive Assistant

East Coast Environmental Law invites applications to join our team as an Executive Assistant.

About East Coast Environmental Law

East Coast Environmental Law (“ECEL”) is an environmental law charity that delivers public-interest environmental law services throughout Atlantic Canada. We envision a future in which laws and legal systems protect ecological health and promote environmental and climate justice in our region. To that end, we advocate for progressive environmental laws and policies, provide public legal education on environmental laws, and share our legal skills to support individuals, communities, and organizations that are working to prevent or redress environmental harms.

About the Position

Reporting to the Executive Director, the primary responsibility of the Executive Assistant is to support the Executive Director in ensuring effective business operations and providing timely, effective, and professional communications to ECEL staff, volunteers, funders, and newsletter subscribers, as well as to the wider public.

Responsibilities

Executive Assistant responsibilities will include:

- administrative tasks and communications, including organizing meetings and events, supporting communications to donors, administering student programs, and drafting reports;
- assisting with management of finances, including basic bookkeeping, finance tracking, and drafting invoices and receipts;
- administrative support to staff developing funding proposals, including submitting proposals using online portals or corresponding with the administrators of funding programs;
- supporting staff in drafting and publishing news items, press releases, and informational backgrounders for the ECEL website; and,
- ensuring ECEL website content is kept current by posting new reports and other materials as necessary and corresponding with web technicians as necessary.

Skills and Experience

- ability to effectively prioritize numerous tasks, function effectively under workload demands, and adapt to changing organizational priorities;
- competence in the Microsoft Office suite, including MSWord and Excel;
- competence in basic bookkeeping and finance tracking;
- excellent communication skills, sound judgment, and an appreciation for detail;
- file and document management skills;
- effective written and oral communication skills in English;
- initiative and ability to work independently and as part of a team;

- knowledge of database programs and web platforms such as Xero, Square Space, and MailChimp would be an asset for this position.

Opportunities and Benefits

This role offers a unique chance to work alongside experienced environmental lawyers and gain valuable insights into the legal aspects of environmental protection. It is a one-year, fixed-term position with the potential to become a permanent position after the first year. This is a ½ time position (20 hours per week), with the potential for an increase in hours. The position allows for flexible work schedule options to accommodate personal needs and maintain work-life balance.

The ECEL office is located at 6061 University Avenue, Halifax, in the Schulich School of Law. However, for the most part, staff work remotely from separate locations and have regular virtual meetings to collaborate and connect.

Total annual salary for the ½ time position is \$22,880.00.

Additional benefits include 40 hours paid vacation, 12 paid holidays, and medical and compassionate leave.

ECEL Equity, Diversity, and Inclusion Hiring Policy

The fundamental consideration for recruiting and retaining staff at ECEL is individual achievement and merit. ECEL seeks to provide a fair and equitable work environment and to offer all individuals full opportunity to develop their potential. ECEL will strive to advance the interests of equity seeking groups to ensure that equal opportunity is afforded to all who seek employment at ECEL and all employees are treated equitably. In accordance with the principle of substantive equality and in furtherance of efforts to remediate historical discrimination and disadvantage, ECEL may from time to time prioritize the hiring of applicants belonging to minority or underrepresented groups.

Application Details

To apply, please send a cover letter and resume combined as a single PDF document and include at least two references to admin@ecelaw.ca.

Applications should be addressed to:

Lisa Mitchell, Executive Director
East Coast Environmental Law Association
6061 University Ave., PO Box 15000
Halifax, NS B3H 4R2

Qualified candidates will be interviewed as applications are received. Receipt of an application will be acknowledged, but only those selected for an interview will be contacted.