



Brigadoon Village invites applications for the position of
Board Liaison and Executive Assistant

Reporting To: CEO

Key Collaborators: Board Chair, Director of Development, Director of Operations, Director of Marketing and Communications and Programming Team

Location: Halifax, NS

Salary: \$42,500 - \$52,500 per year

Who We Are

Brigadoon Village is a non-profit recreational facility that delivers year-round camp programming that seeks to passionately transform the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Brigadoon Village is located on Aylesford Lake in the Annapolis Valley. With an office located in Halifax's Hydrostone Market.

Who We're Looking For

Brigadoon is seeking a **Board Liaison and Executive Assistant** for our Halifax office. Reporting to the **CEO**, this position supports the Board of Directors, the Senior Leadership Team and other staff as required. They will carry out various administrative duties to support the annual strategic and tactical objectives, advance the mission of Brigadoon, and support the growth and sustainability of Brigadoon Village.

Key Responsibilities

- Working with the Board Chair, CEO, committee chairs and staff leads, assisting in establishing annual meeting schedules, providing committee support including, but not limited to, preparing agendas and supporting materials, taking minutes, managing the online board platform and ongoing communication with the board and committee members.
- Supporting the CEO's calendar, correspondence, expense reconciliation, etc.

- Responsible for managing Brigadoon's Halifax Office, including coordinating with suppliers, ordering office supplies and receiving and sending mail.
- Assisting with the organization's accounts receivable and payable process, including filing, data entry and reporting by working closely with Brigadoon's Controller
- First point of contact for phone calls and visitors to the Halifax Office.
- Oversees the administrative aspects of the organization's human resource requirements, including new staff (full-time and seasonal) paperwork, credential checks, and benefits coordinator.
- Collaborate with support team members in the operations and philanthropy areas to ensure proper information flow amongst the different areas of Brigadoon.

Qualifications and Characteristics

- Community college diploma/University degree or equivalent in Office or Business Administration or relevant experience
- 3-5 years of experience in an administrative role
- Proficient in using Microsoft Office Suite and general office equipment and keen to learn and troubleshoot problems as they occur.
- Exceptional communication skills, both oral and written.
- Experience in board governance policy and procedure would be considered an asset.
- Organized and detailed oriented, excellent time management skills and the ability to manage competing priorities while anticipating future needs and responsibilities.
- Demonstrated collaborative experience in a dynamic and demanding environment.

Brigadoon Offers

- Full-time (37.5 hours/week), permanent position with competitive salary, RRSP matching, and benefits package.
- A flexible approach to schedule and work location where we put our staff first.
- A dynamic work environment where new ideas are encouraged and challenging the status quo is key to Brigadoon's success. An environment that supports your growth in your role and challenges you with new opportunities.

How to Apply

- Interested candidates are encouraged to submit their cover letter, resume, including salary expectations to careers@brigadoonvillage.org no later than Wednesday, August 24th, at 4:30 pm
- Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every qualification. Brigadoon Village aspires to have a workforce representative of our community's diversity and encourages applications from everyone. If you are excited about this role, but your

experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the person we are looking for! Those under consideration for this role will be contacted to set up a discussion about the position.

- Offer of employment is conditional upon completing all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in withdrawal of offer or termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, education verification, Criminal Background and Vulnerable Sector Search.