

WE ARE HIRING

Join Our Team



Administrative Assistant

Bereaved Families of Nova Scotia is a non-for-profit organization that was established in 1990. Bereaved Families provides support services for individuals and families in Nova Scotia who are grieving the loss of loved ones. The organization is seeking an Administrative Assistant who will support the office work of the organization. The duties include office tasks, responding to client inquiries, logistics related to scheduling of programs and facilities, maintaining client logs as well as assisting with sorting and preparation of program material. In addition, the administrative assistant may also be called upon to support program delivery and other tasks as assigned by the Project Lead. This is a 6-month, full-time (35 hours per week) contract position expected to commence on November 15, 2023. The position offers competitive wages commensurate with experience.

Qualifications and Skills

- Diploma or bachelor's degree will be considered an asset.
- Minimum of two years prior experience as administrative assistant or similar role.
- Previous experience working in a not-for-profit organization will be considered an asset.
- Working with individuals with sensitive needs will be considered an asset.
- Task-oriented individual with superior organizational skills and aptitude for prioritizing tasks.
- Good scheduling, time-management and listening skills.
- Must be adept with using Microsoft Word, Excel, PowerPoint, and Outlook.
- Good understanding and experience with social media platforms such as Facebook.
- The ability to adhere to standards and procedures.
- Ability to maintain confidentiality at all times with respect to all matters of the organization.
- An equivalent combination of qualifications and skills may be considered.
- A valid NS driver's license and regular access to a vehicle is required.

If you are interested in this position, please send a cover letter and resume via email to info@bereavedfamiliesns.ca by **Wednesday, November 8th, 2023**. If you would like more information, you can also contact us by phone at (902) 564-6795.



Send your resume

info@bereavedfamiliesns.ca



Bereaved Families

Helping those grieving since 1990