

Employment Opportunity: Executive Assistant and Town Clerk



The Town of Wolfville is inviting applications for a full-time, permanent Executive Assistant and Town Clerk. This is a new administrative position working in the Office of the CAO.

The position will report to the Chief Administrative Officer (CAO) and provide administrative support to the Mayor and Council, assigned Committees of Council, and the CAO.

The successful candidate will provide leadership with the Town's records management system, manage the appointment of new council committee members, maintain a council professional development schedule, coordinate and support online council meetings, maintain specific pages on the Town's website and act as Returning Officer in any municipal elections.

The position will interact with staff across the organization, Council, and the public. Excellent administrative skills, oral and written communication skills, are essential for this role, along with a relevant qualification and previous experience of providing administrative support at a senior level. Experience juggling multiple tasks essential – tell us about your 'juggling' experience in your cover letter!

Resume with a cover letter will be accepted up **until May 10th, 2021, at 12.00 pm** and can be submitted by mail or by email to:

a: Karen Outerleys - Town of Wolfville
359 Main Street, Wolfville NS, B4P 1A1
e: kouterleys@wolfville.ca
(subject line for emails: **Executive Assistant**)

A full job description is available on request and all applicants are thanked for their interest, however, only those who are selected for an interview will be contacted.

The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity. We are an equal opportunity employer that encourages applications from all qualified candidates including women, people with disabilities, racially visible persons and Indigenous Persons. If you require accommodation because of a disability or for any other reason during the interview process, please let us know in advance of any interview. For more information on the Town of Wolfville visit our website at www.wolfville.ca

