

Job Opportunity – African Nova Scotian Liaison Officer

Job Title:	African Nova Scotian Liaison Officer (ANSLO)
Position Type:	Temporary - Part-time
Location:	Dartmouth, Nova Scotia
Wage:	\$27.55 per hour*
Duration:	To end of March 2021 (with possibility of extension)

About Us

Elections Nova Scotia (ENS) is an independent, non-partisan agency that is responsible for the administration of the *Elections Act*. Its mandate is to conduct provincial general elections and by-elections; ensure compliance with the provincial electoral law including the political financing regime; establish and maintain election-related information including the Nova Scotia Register of Electors; seek advice and conduct studies related to electoral processes. ENS must always be prepared to conduct a provincial general election or by-election.

Job Overview

Reporting to the Director of Policy and Communications the ANSLO will be responsible for leading ENS's African Nova Scotian Engagement Strategy. The purpose of the engagement Strategy is to build ongoing relationships with African Nova Scotian communities to ensure their elector needs are understood and met.

Experience and Key Activities

As the ANSLO you have experience engaging and working with African Nova Scotian communities. The ANSLO shall work with the Director of Policy and Communications to plan and implement the African Nova Scotian Engagement Strategy for the 41st Provincial General Election.

The ANSLO will:

- Develop a project plan to guide the engagement strategy
- Conduct outreach activities and liaise with African Nova Scotian communities across the province
- Inform the engagement strategy through direct community feedback
- Make recommendations for implementation of the engagement strategy in the 41st Provincial General Election
- Assist in the development of communications collateral for African Nova Scotian communities in the 41st Provincial General Election
- Establish formal feedback and lessons learned procedures
- Respond to inquiries from the public related to the African Nova Scotian Engagement Strategy

Skills / Abilities

- Non-partisanship while working with ENS
- The ability to be politically neutral within the community
- Knowledge of, and ability to apply, an understanding of African Nova Scotian community heritage

- Excellent verbal communication and public speaking skills
- Intermediate user skills in Microsoft Word, Excel, and PowerPoint
- Ability to work independently and with teams; and
- Good organization and time management skills.

Education

The ANSLO position is best served through the completion of Grade 12 or acceptable equivalent. Some University or College is preferred. However, equivalencies will be considered. Education alone is not the sole criteria when determining suitability for selection to this position. In addition to education levels, successful candidates must demonstrate an appropriate combination of the above listed skills and work experience.

Physical Demands / Working Conditions

- Persons of African Nova Scotian identity will be given preference
- Successful candidate must have valid drivers license as travel will be required
- Position can work remotely but will be required to work periodically at ENS head office in Dartmouth.

Job posting closes Friday, October 16, 2020. Please send resume to elections@novascotia.ca and in the subject line of the email refer to the African Nova Scotian Liaison Officer job posting.

*This position is paid under the Tariff of Fees and Expenses and the hourly rate includes vacation and statutory holiday pay. No other benefits are provided.