



Job Opportunity – African Nova Scotian Liaison Officer

Job Title: African Nova Scotian Liaison Officer (ANSLO)
Position Type: Temporary – full-time
Duration: One year (possibility of extension)
Location: Dartmouth, Nova Scotia
Wage: \$28.20 per hour (maximum of 35 hours per week)*

About Us

Elections Nova Scotia (ENS) is an independent, non-partisan agency that is responsible to deliver fair and inclusive provincial elections impartially and professionally. ENS is committed to enhancing the electoral process for all Nova Scotians through inclusion, diversity, equity, and access. We invite all Nova Scotians to participate in the process of democracy.

Job Overview

ENS has developed a comprehensive Outreach Strategy to improve inclusion, diversity, equity, and access to the electoral process with a particular focus on the 42nd provincial general election, to be held in July 2025.

The African Nova Scotian Liaison Officer (ANSLO), working as a member of the Outreach Team and under the direction of the Director of Policy and Communications, is responsible to implement the Strategy, and additional activities identified by the African Nova Scotian communities, to ensure their communities' electorate needs are understood and met.

The ANSLO must remain non-partisan while working with Elections NS.

Key Responsibilities

As the ANSLO you have experience engaging and working with African Nova Scotian communities, and will apply that knowledge to planning and implementing ENS's outreach program for the 42st provincial general election.

The ANSLO is responsible:

- to provide personal and community insights to influence engagement with African Nova Scotian communities across the province
- to provide recommendations regarding voters' needs and barriers (real or perceived) as they relate to African Nova Scotia voters
- to establish and maintain partnerships with African Nova Scotian community leaders and facilitate communications between potential community partners and the local Returning Officer.
- to support recruitment and training activities to ensure Nova Scotians who self identify as African Nova Scotians have an opportunity to work, and be successful, as part of the election staff team
- to support the collaborative development of ENS's overall outreach programming and materials for provincial electoral events and activities
- to support the collection of qualitative and quantitative performance measures

Experience, Skills and Strengths

- The successful applicant must demonstrate applicable experience and strong understanding in the areas of inclusion, diversity, equity, and accessibility
- Knowledge of, and commitment to, best practices related to inclusion and engagement are considered essential for success in this position
- Knowledge of, and ability to apply, an understanding of African Nova Scotian culture, history and community strengths
- Excellent verbal communication, public speaking and facilitation skills
- Experience in program delivery and community development principles
- Strong problem-solving skills based on respectful listening and creative problem solving
- Comfortable with the principles of adult education

- Comfortable with a fluid work environment that is required to respond to situations that could challenge a fair and professional election
- Intermediate user skills in Microsoft Word, Excel, and PowerPoint
- Ability to work independently and as part of a team
- Excellent organization and time management skills

Education

Some university or college education is preferred; however, equivalent experience would be considered.

Formal education is not the sole criteria. We recognize the importance of engagement, leadership and respect within the community; and the very important education one learns through life experiences.

Familiarity with African Nova Scotian communities; commitment and enthusiasm for the democratic process; and demonstrated success in program delivery will be key factors in the selection process.

Additional Information

- Persons of African Nova Scotian identity will be given preference
- Successful candidate must have valid drivers license as travel will be required
- The ANSLO will work at ENS head office in Dartmouth but can also work remotely on a flexible basis.

Job posting closes Friday, May 17, 2024. Please send resume and cover letter 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.*