



### **Executive Assistant**

Location: Halifax, Nova Scotia

Reports to: Chief Executive Officer

Salary Range: \$55,000 - \$65,000

#### **Position Overview:**

Ronald McDonald House Maritimes is a non-profit organization dedicated to improving the health and well-being of children and families. We provide a supportive and caring environment for families who must travel to receive medical treatment for their children, operating several programs, including a newly constructed Ronald McDonald House in Halifax, Nova Scotia, and Ronald McDonald House Family Rooms in Moncton, NB and Halifax, NS.

Ronald McDonald House Maritimes is recruiting an **Executive Assistant** to coordinate a variety of administrative and organizational needs supporting the Board of Directors, CEO, and Executive team.

#### **Key Responsibilities:**

- Support Executive, Fundraising, Finance, Human Resource, and Family Services departments to operate efficiently by assisting with meeting coordination and presentation preparation
- Support the Board of Directors and CEO with effective board operations including calendar invites, document preparation, and regular correspondence
- Record and distribute meeting minutes for board and committee meetings outlining key action items and follow-up as required
- Maintain a dedicated Microsoft SharePoint site with board training documents and materials
- Prepare and distribute reports, and summaries for the purpose of government relations, stakeholder outreach, as well as regular reporting to Ronald McDonald House head office
- Act as communication liaison between departments as required
- Establish work priorities and direct assignments of work to various staff that fall within realm of responsibility
- Maintain a myriad of communication channels and lists, ensuring efficiency and accuracy, such as employee and contact databases, and email distribution lists
- Schedule meetings with internal and external stakeholders and ensure required supplies are available and materials are organized
- Perform professional email correspondence with external stakeholders to arrange meetings or deliver responses on behalf of members of the executive team
- Make travel arrangements including booking flights, hotels, and car rental
- Provide backup support for data entry and finance functions
- Maintain and organize office supplies and meeting spaces
- Arrange for and coordinate meeting catering needs
- Process incoming mail
- Accept other duties as assigned



#### **Competencies & Skills:**

- Alignment with the mission and values of Ronald McDonald House Maritimes
- Ability to represent the House with a polished, positive, and professional demeanor and attitude.
- Commitment to working cooperatively in a team environment with board, staff, volunteers, donors, and the public
- Ability to maintain confidentiality and exercise tact, diplomacy and discretion when working with sensitive information
- Superb business etiquette and interpersonal skills
- Strong organizational skills and ability to anticipate needs, prioritize work, and multi-task
- Ability to work efficiently under pressure
- Strong coordination, communication, and project management skills
- Strong trouble shooting, problem-solving ability, and resourcefulness
- Meticulous attention to detail and responsiveness

#### **Qualifications and Experience:**

- Minimum 3-5 years' experience in comparable position
- Post-secondary degree or diploma in Business Administration or equivalent
- Relevant experience as an Executive Assistant, Administration or similar field
- Experience supporting CEO or Executive teams an asset
- Proficiency in Microsoft 365 including Outlook, Excel, Word, PowerPoint, and SharePoint

#### **Requirements:**

- Criminal Record Check, vulnerable sector check, and Child Abuse Registry check will be required and coordinated

#### **Hours & Location:**

- Ronald McDonald House, 5950 South St., Halifax, NS.
- Generally, 8:30am – 4:30pm, Monday – Friday, evenings and weekends hours as required
- Minimal travel is required

#### **Compensation:**

- Salary: \$55,000 – \$65,000
- Health & dental benefits
- Matching RRSP program
- 3 weeks' vacation annually
- Wellness days
- \$500 wellness fund
- Professional development opportunities



**Application Process:**

Submit a resume by **February 13, 2026**, to [careers@ronaldmcdonaldhousemaritimes.ca](mailto:careers@ronaldmcdonaldhousemaritimes.ca). Supplemental information about connection to the cause, career aspirations, and affiliations may be submitted via cover letter. Please note, only candidates selected for interview will be contacted.

**Commitment to Diversity & Accessibility:**

Ronald McDonald House Maritimes encourages applications from persons with diverse backgrounds and abilities, racially visible persons, persons from the 2SLGBTQ+ community, and all candidates who require accessibility accommodations.