

PERMANENT EMPLOYMENT OPPORTUNITY

Board Coordinator *Halifax Nova Scotia*

It's a time of incredible opportunity for The Workers' Compensation Board of Nova Scotia (WCB), as the organization embarks on a transformational path, guided by a new strategic plan founded in a simple vision - to protect the Nova Scotia workforce. As the Board Coordinator, you play a critical role in ensuring the effective functioning of the Board of Directors and its Committees.

As we focus on service improvement and better outcomes for the workforce of tomorrow. Leveraging significant investments in people, processes, and technology over the past several years, we are committed to working differently in the future to drive greater service experience, innovation, opportunity, and outcomes for Nova Scotians.

About the Workers' Compensation Board of Nova Scotia

WCB is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

About the Role

Reporting to the Vice President, Governance and Legal, the Board Coordinator contributes to the overall success of the Workers' Compensation Board of Nova Scotia (WCBNS) by serving as the primary administrative support to the board and its committees, ensuring efficient operations and effective communication.

This position provides comprehensive administrative support, facilitates communications between Board members and Executive, and assists with the planning and execution of Board meetings, materials and activities. This role requires meticulous attention to detail, exceptional organizational skills, and the ability to handle sensitive information with discretion.

This position provides a wide range of support, including by not limited to:

- Meeting Coordination and Support for Board and committee members.
- Maintain accurate and up-to-date records of board activities, decisions, and communications, ensuring compliance with legal and organizational requirements regarding documentation.
- Facilitate effective communication among board members and between the board and the organization.
- Providing support for Board development and governance, including coordination of orientation and logistics for new board members



- Draft, review, and distribute official correspondence and communication on behalf of the board ensuring timely and accurate dissemination of information.
- Provide general administrative support as needed, including managing special projects and conducting research.

Your Experience & Skills

- An undergraduate degree in Business Administration, Public Administration, or a related field.
- 3-5 years of progressively complex senior administrative roles including specialized knowledge of Board of Governance procedures.
- Previous experience as a coordinator, paralegal or executive assistant working directly with a board of directors in a nonprofit, government agency or corporate setting is preferred.

Work Group Competencies, Skills, and Abilities

- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Digital Proficiency including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Board Portal Software, online survey tools, and virtual meeting platforms (Zoom, Microsoft Teams).
- Project management skills and experience with project management tools.
- Ability to handle confidential information with discretion.
- Attention to detail and ability to work independently.
- Knowledge of corporate governance and board processes and practices.
- Sound understanding of event planning and practical experience in hosting events.

We offer a competitive compensation package ranging from \$57,180 - \$71,409.

Application Details

Please email your resume and cover letter to hrdept@wcb.ns.ca by **4pm on September 6, 2024**. In the **subject line** of your email, please quote competition number: **JV 102-24 EXT Board Coordinator**.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. *Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.*



Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive

workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).