



Job Posting: Assistant Director

About Us:

Join Coastal Action, a non-profit environmental organization in Mahone Bay, Nova Scotia, dedicated to safeguarding and revitalizing the environment for over 30 years. Our mission encompasses research, education, action, and community engagement.

As a hands-on organization, we prioritize fieldwork, research, monitoring, restoration, and education. We're seeking an **Assistant Director** who shares our dedication to excellence and innovation.

Position Overview:

As the Assistant Director, you'll report directly to our Executive Director and act as a key support by assisting in daily operations, strategic planning, and managing projects that contribute to the organization's overall mission. We need a proactive leader who can effectively convey our vision, mission, and values while executing strategic plans.

Requirements:

- Minimum of 5-7 years in a managerial role and a bachelor's degree.
- Proficient in technical/scientific report writing and other business communications.
- Background in the environmental non-profit sector and fieldwork methodologies an asset.
- Competent in public presentation and public relations.
- Intermediate proficiency in Microsoft Office Suite and database management.
- Demonstrated ability in coaching, managing, and performance improvement.
- Willingness to collaborate for team enhancement and goal achievement.
- Proactive approach to project management and daily tasks.
- Exceptional multitasking and priority management.
- Proficient problem-solving abilities.
- Ability to thrive under pressure and meet critical deadlines.

To apply:

Please submit your resume and cover letter outlining your qualifications and experience relevant to the position. Email your application to brooke@coastalaction.org with the subject line "Assistant Director Application - [Your Name]". Applications will be accepted until April 25th. We thank all applicants for their interest; however, only those selected for an interview will be contacted.