



The Town of Yarmouth is seeking an organized, detail-oriented, and highly professional individual to join our Administration Department as an **Executive Assistant**.

Reporting directly to the Chief Administrative Officer (CAO), the Executive Assistant provides confidential administrative support to the CAO, Mayor, and Council. This position plays a key role in supporting municipal governance by coordinating Council meetings, maintaining official records, preparing correspondence, and ensuring effective communication between Council, staff, and the public.

This is an excellent opportunity for someone who thrives in a fast-paced environment, exercises sound judgment, and enjoys contributing to the effective operation of local government.

Key Qualifications and Skills

- Diploma or certificate in Office Administration, Business Administration or a related discipline from a recognized post-secondary institution.
- A minimum of two (2) years administrative experience.
- Advanced proficiency with Microsoft Office 365, including Word, Excel, Outlook, Power Point and Teams.
- Strong interpersonal and customer service skills with the ability to interact professionally with Council, staff, stakeholders, and members of the public.
- The ability to handle confidential information with discretion and professionalism.

Join our Team!

Permanent Full-time (35 hours per week, 400 Main Street)

- Optional compressed work week (as per Town policy)
- Competitive employer cost shared health benefits (Health, Dental, Life/dependant life, LTD)
- Defined benefit pension plan - Nova Scotia Public Service Superannuation Pension Plan
- Employer cost share Mariners on Main membership

Salary Scale - \$56,372 - \$67,959

Applications will be reviewed as they are received, and the position will remain open until a suitable candidate is selected. Early applications are encouraged.

To apply, please forward a cover letter and résumé in a single PDF document to:

jobs@townofyarmouth.ca

The Town of Yarmouth is an Equal Opportunity Employer. We welcome applications from Indigenous People, African Nova Scotians and other racially visible people, persons with disabilities, members of the LGBTQ+ community, and women in occupations or positions where they are under-represented.

The Town of Yarmouth has an Accommodation Policy. During the recruitment process, applicants have the right and are encouraged to request an accommodation should they need.

We thank all candidates for their interest however, only those selected for an interview will be contacted.



Position Description

Position Title:	Executive Assistant
Reports to:	Chief Administrative Officer
Direct Reports	-
Status:	Regular Full-time
Department:	Administrative
Hours of work:	8:30am to 4:30pm (attendance at evening meetings as required)
Updated:	July 2026

SCOPE

Reporting directly to the Chief Administrative Officer, the Executive Assistant provides high level, efficient, confidential, and professional administrative support to the Chief Administrative Officer, Mayor, and Council. They are essential in maintaining good communication among all parties. They must be able to take initiative make appropriate decisions within the scope of the position.

QUALIFICATIONS

- Diploma or certificate in Office Administration, Business Administration, or a related discipline from a recognized post-secondary institution.
- A minimum of two (2) years administrative experience.
- Advanced proficiency with Microsoft Office 365, including Word, Excel, Outlook, Power Point and Teams.
- Ability to learn, administer, and support new technology platforms and software applications used by the Town.
- Strong interpersonal and customer service skills with the ability to interact professionally with Council, staff, stakeholders, and members of the public.
- Supports a collaborative, team-oriented approach to working with others.
- Takes initiative and is committed to learning and professional development.

ROLES AND RESPONSIBILITIES

- Provide confidential administrative and executive support to the Chief Administrative Officer, Mayor, Council, and assigned committees.
- Coordinate and administer Council and advisory committee meetings, including the preparation and distribution of agendas, meeting materials, minutes, and follow-up actions.
- Maintain official municipal records, documents, and information management systems in accordance with legislative and organizational requirements.
- Prepare, review, and coordinate a variety of correspondence, reports, policies, bylaws, procurement documents, and other administrative materials.
- Conduct research, compile information, and prepare summaries and recommendations to support informed decision-making.
- Coordinate public notices, advertisements, and statutory notifications in accordance with legislative requirements.
- Respond to inquiries from elected officials, staff, external agencies, and members of the public in a professional and timely manner.
- Coordinate calendars, meetings, travel arrangements, special projects, events, and other administrative activities.
- Maintain and update municipal websites, electronic meeting management systems, and other technology platforms associated with the position.
- Provide administrative support to assigned committees, emergency management initiatives, and other corporate or departmental projects as required.
- Assist with the development, implementation, and continuous improvement of municipal policies, procedures, and administrative processes.
- Provide backup support for operational functions, as assigned.
- Oversee confidential and sensitive information with discretion, professionalism, and sound judgment.
- Demonstrates initiative and strong problem-solving skills by assessing situations, identifying practical solutions, and making informed decisions.
- Organize, prioritize, and manage multiple competing responsibilities while maintaining a high degree of accuracy, attention to detail, and customer service
- May be assigned as staff lead for citizen advisory committees
- Perform other related duties and special projects as assigned.