

Project Lifesaver Association of Nova Scotia



Bringing Loved Ones Home

Manager of Operations and Administration

Project Lifesaver Nova Scotia (PLANS) is a non-profit organization that provides a reliable system of locating devices for clients with cognitive disabilities such as dementia and autism. PLANS works with clients, caregivers and Ground Search and Rescue Teams (GSAR) across Nova Scotia to support the use of this geographic location system. We are recruiting a part-time Manager of Operations and Administration, a role that would be of interest to someone who wants to make a difference in supporting families and individuals across Nova Scotia who use Project Lifesaver equipment every day to improve their quality of life.

Manager of Operations and Administration: This is the senior staff person for Project Lifesaver Nova Scotia, reporting to a volunteer Board of Directors to ensure the effective management of the organization. The Manager supports PLANS clients, caregivers and coordinates with volunteer search organizations across Nova Scotia. PLANS maintains an office in Kentville, and the General Manager provides part-time access to the office, combined with remote work and availability by phone and email during normal office hours.

Hours of Work and Compensation:

This is a permanent part time position with 70 – 80 Hours per month, including work in the Kentville PLANS office, meetings, promotional events and some evening and weekend activity.

Salary: \$25/hr less statutory deductions.

Expenses: Travel expenses in accordance with the PLANS Travel Policy

Qualifications:

- Administrative experience in a management or supervisory role
- Proven capacity for positive engagement with volunteers and diverse groups of people
- Ability to prioritize and manage time to effectively meet deadlines/situations.
- Detail oriented and organized with critical thinking and problem-solving skills.
- Strong communication skills: writing, oral communication, making presentations.
- Proficient in Microsoft Office/365, Zoom, and use of social media.

More information, including a full position description, is available on www.projectlifesaver.info. PLANS appreciates applications from all qualified persons, including those with a disability, newcomers to Canada, or those from an underrepresented group.

Applications are welcome until May 25, 2023, and the successful candidate should be selected in June for work beginning in early July. Please direct questions or **apply directly by email to contactus@projectlifesaver.info**