



**Executive Director Assistant  
Bridge Adult Service Centre  
Amherst, Nova Scotia**

The Bridge Adult Service Centre is a nonprofit organization that provides training, skills development and vocational services for adults with intellectual disabilities. Services such as Bargains at the Bridge (thrift store), the Bridge Laundry Service and assembly line contract work, provide meaningful work and enhances the skills of our clients. These revenue generating programs aim to enhance the lives our clients and promote inclusion.

**Job Description:** Under the direction of the Executive Director of the Bridge Adult Service Centre, the Executive Director Assistant is responsible to provide assistance to the Executive Director in addition to his/her Support Person's role. The Executive Director Assistant will supervise clients and assist with the programs and business operations of the organization. The role of the Executive Director Assistant is essential to helping the organization achieve its mission of providing programs, services and opportunities for adults with intellectual disabilities. This will allow them to reach their full potential as members of our community.

**Requirements and Qualifications:**

- Undergraduate degree in a related field or have achieved the equivalent through education and work experiences.
- 3 to 5 years experience working with adults with intellectual disabilities.
- Knowledge and experience in program planning and coordination.
- Ability to assist in the Executive Director's roles and responsibilities.
- Strong oral and written communication skills.
- Proficient in Microsoft Office.
- Understanding of Simply Accounting.
- Ability to work both as a team member and independently.
- Ability to collaborate with staff, volunteers, family, caregivers and members of the community.
- Experience in client assessment and development of Individual Program Plans.
- Must have or be willing to obtain, the Nova Scotia Department of Community Services seven Core Competencies.
- Valid driver's license and the use of a reliable car.
- The hours of work may require some evenings and weekends.

**Wage:** \$19.63 an hour and it is a 40 hour week.

**How to Apply:** Email [b.workshop@ns.sympatico.ca](mailto:b.workshop@ns.sympatico.ca)

**Closing Date:** Jan 14, 2017