



TOWN OF ANNAPOLIS ROYAL EMPLOYMENT OPPORTUNITY EXECUTIVE ASSISTANT

EXECUTIVE ASSISTANT

The Town of Annapolis Royal is seeking a highly organized and professional Executive Assistant to provide confidential, senior-level administrative support to Council and the Chief Administrative Officer (CAO).

This position plays a key role in the effective operation of municipal governance, requiring discretion, sound judgment, and the ability to manage multiple priorities in a dynamic environment.

About Annapolis Royal:

Annapolis Royal is a charming seaside town, richly steeped in culture and heritage. Situated between mountain and sea, the community offers a stunning waterfront, vibrant local shops, an excellent selection of restaurants and accommodations, nationally significant heritage sites, a thriving arts and theatre scene, and a wide range of recreational opportunities.

Key Responsibilities:

- Coordinate and support Council and committee meetings, including agenda preparation, minute-taking, and follow-up actions
- Provide direct administrative support to Council and the CAO
- Prepare and manage official correspondence, reports, and records in accordance with municipal policies and legislative requirements
- Maintain and organize corporate records and filing systems
- Lead website content updates, social media communications, and public notices
- Coordinate special projects, events, and monthly newsletters
- Assist with grant research, applications, and reporting
- Act as a key point of contact for public and stakeholder inquiries
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Qualifications & Experience:

- Completion of Grade 12; post-secondary education in Office Administration or a related field is preferred
- Minimum two (2) years' progressively responsible administrative experience (municipal or public sector experience considered an asset)
- Demonstrated experience supporting senior leadership or elected officials is strongly preferred
- Working knowledge of the **Municipal Government Act** and municipal processes is an asset
- Advanced organizational, time-management, and problem-solving skills
- Excellent written and verbal communication skills, with strong attention to detail
- High level of proficiency with Microsoft Office (Outlook, Word, Excel) and digital communication tools
- Ability to handle confidential information with professionalism and discretion
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Position Classification & Compensation:

- Administrative Support – Class II/III (based on qualifications and experience)

- Permanent, full-time (35 hours per week)
- Occasional evening work required (Council/committee meetings)
- Hourly rate: starting at \$23.00
- Comprehensive benefits package (available after 3 months)
- Employer pension plan
- Six (6) month probationary period

Work Location:

Town Hall, Annapolis Royal, NS

For more information, please visit:

<https://annapolisroyal.com/town-hall/employment-opportunities/>

The Town of Annapolis Royal is an equal opportunity employer committed to building a diverse and inclusive workforce. We encourage applications from all qualified individuals.

Application Deadline:

Friday, April 24, 2026 at 3:00 p.m.

Applications may be submitted in person or by email to:

Attention: Sandi Millett-Campbell - Town of Annapolis Royal
P. O. Box 310
285 St. George Street
Annapolis Royal, NS B0S 1A0
Email: cao@annapolisroyal.com