



Administrator

Full-time, Regular

The North Grove strives for a staff composition that is diverse and reflective of the community of Dartmouth North. Individuals who identify as Indigenous, African Nova Scotian, Black and/or from another group that is under-represented in workplaces are encouraged to apply and self-identify.

Priority will be given to applicants from these equity-deserving groups.

About The North Grove:

The North Grove (www.thenorthgrove.ca) is a dynamic community hub, situated in the diverse community of Dartmouth North. We offer services, programs, and space for people to learn and connect through family support, food, and friendship. We also partner with more than 25 organizations to help improve health, reduce social isolation and strengthen connections in this community.

The North Grove team is made up of 30 staff. We work with a dedicated Board of Directors, and more than 170 community volunteers. Collaboration, creativity, and community-centered decision making are important to us.

Diversity, equity, inclusion, and belonging (DEIB) are central to our work and as a team we have committed to a DEIB framework that includes ongoing learning opportunities, policy development, and partnership work.

Learn more about our DEIB commitment here: <https://www.thenorthgrove.ca/deib>

Our approach is rooted in strengths-based practice. This practice sees all members of our community as having resourceful and resilient qualities and strives to support individual self-determination. We seek applicants who share our commitment to working within this model.

The Opportunity:

We are looking for an Administrator to join our team. The Administrator supports the organization's daily functioning through administrative excellence, collaboration, and care. The Administrator takes pride in keeping systems running efficiently, from financial processes and HR administration to building coordination and event logistics, to help create the stable, organized environment that allows The North Grove's team and mission to flourish. This position is ideal for someone who enjoys being behind the scenes, balancing exceptional organization and attention to detail with a



passion for teamwork.

Hours: 37.5 hours per week Monday to Friday, with some evenings and weekends as required

Reporting structure: The Administrator will report to the Operations Manager

Works closely with: Executive Director

The Administrator will:

- Support the Operations Manager with administrative HR tasks and financial administration.
- Provide general administrative support to the Executive Director.
- Assist with the maintenance of electronic and physical filing systems; help organize, archive, and destroy files as policies outline.
- Provide friendly and efficient front desk support when the Community Receptionist is unavailable, assisting community members and visitors with information and navigation.
- Collaborate closely with the Community Receptionist to maintain key front desk and community access protocols, including trading cupboard, registration, and participant navigation.
- Help the Operations Manager with facilities, IT coordination, and travel logistics for the team.
- Contribute to improving systems, templates, and administrative processes to increase organizational efficiency and team support.
- Foster a culture of care and appreciation by celebrating staff milestones and events.
- Participate in broader activities that support the organization: tours, videos, fundraising opportunities, posting program information, special events, internal committees, etc.
- Support and champion our growing focus on Diversity, Equity, Inclusion, and Belonging.

What you will bring:

The North Grove is seeking to build a diverse team and values lived experience and non-traditional ways of learning. If you don't meet all the criteria below but you are excited about the job description and believe you bring unique experience and perspective, please apply!

- Postsecondary education in administration, business or a related field or equivalent experience is required.
- Strong organizational and time-management skills with an exceptional attention to detail.
- Experience coordinating administrative functions such as scheduling, file management, and financial documentation.



- Ability to handle confidential information with discretion and professionalism.
- Strong interpersonal and communication skills with a helpful, service-oriented approach.
- Experience supporting HR or finance functions considered an asset.
- Familiarity with and comfort using computers and technology. Experience with Microsoft programs is an asset.
- Comfort working both independently and collaboratively within a multidisciplinary team.
- Commitment to diversity, equity, inclusion, and belonging and working with a strengths-based and trauma-informed perspective.

What We Offer:

The North Grove is a caring and high-energy work environment. Staff wellbeing is prioritized, and we provide training opportunities, employer-paid medical/dental benefits from day one, 4% employer-paid RRSP contribution after probation, 4 weeks of paid vacation, all statutory holidays, paid sick time and 4 personal days. A computer is provided as well as a telephone stipend.

Salary hiring range: \$46,350 – 51,500 annually*

*Compensation will be determined based on candidate skills, experience, and internal equity. Future earning potential for this role is currently \$56,650.

The Selection Process:

Shortlisted candidates will be invited to a short initial phone screening call to go over the basics of the position, get a high-level understanding of your experience, and answer any questions you may have.

Following the phone screening calls, a handful of candidates will be invited to an in-person interview at The North Grove, followed by a second interview if required. Candidates are encouraged to submit any accommodation requests to the email below.

Everyone who applies for this position will receive an email update from The North Grove within one month of the application deadline.

How to Apply:

To apply, please send a cover letter and resume in one document by email to Naomi Samela, Operations Manager, at careers@thenorthgrove.ca under the subject line: Application for Administrator **by Friday, November 21, 2025, at 9:00 am.**

