



Nova Scotia/Nunavut Command
The Royal Canadian Legion

61 Gloria McCluskey Avenue
Dartmouth, Nova Scotia B3B 2Z3

Tel: 902-429-4090

Fax: 902-429-7481

Email: info@ns.legion.ca

ns.legion.ca

All Branch Mail Out #17

Date: April 1, 2022

TO: NS/NU Branches
NS/NU Executive Council
NS/NU Zone Commanders
NS/NU Past Presidents
NS/NU Command Staff

From: Comrade Valerie Mitchell-Veinotte
Executive Director
NS/NU Command, RCL

Subject: Employment Opportunity Command
Service Officer

Message:

Comrades: Please find attached notice of a job opportunity for a NS/NU Command Service Officer.

Kindly give the notice the widest possible distribution.

Thank you



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**THE ROYAL CANADIAN LEGION
NOVA SCOTIA/NUNAVUT COMMAND**

EMPLOYMENT OPPORTUNITY

Position: **Service Officer**

Summary:

With extensive training, regular professional development and ongoing support in accordance with prescribed processes, the Nova Scotia/Nunavut Command Service Officers represent, counsel and assist serving and no longer serving CF/RCMP personnel and their dependents in seeking information and/or eligibility for services, benefits and programs through Veterans Affairs Canada. NS/NU Command Service Officers maintain confidential paper and electronic files, records and statistics and prepare interim and annual reports. Command Service Officers jointly provide annual training to RCL Branch Service Officers. Position reports to the Executive Director.

Competencies/Qualifications

- Proficiency in Microsoft Office.
- Demonstrated experience in planning, organization, and the ability to gather, review and critically assess complex information.
- Maintain highest level of confidentiality.
- Demonstrated ability to effectively manage priorities, multi task efficiently and to meet deadlines.
- An open, pleasant demeanor with excellent written and oral communication skills is required.
- Personal Military/RCMP experience and/or experience in Veterans issues and advocacy would be considered assets.
- Willingness to support the values and growth of The Royal Canadian Legion.

Working Conditions:

Experienced professional staff working in support of the mission of Nova Scotia/Nunavut Command of The Royal Canadian Legion. Nova Scotia/Nunavut Command offers competitive salaries, matched RRSP, paid medical time and paid time off over the December Holiday Season. Regular office hours are 6.5 daily; M-F 8:30-12:00 and 1:00-4:00pm. Some flexibility in hours of work can be accommodated. Office is located on Gloria McCluskey Avenue, Dartmouth on transit routes with ample free parking.

Apply:

By forwarding cover letter and resume as pdf attachment with your name in the subject line by e-mail to:

info@ns.legion.ca