



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 # 2

Date: January 4, 2023

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

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

Subject: Job Posting

Message: Comrades: Please give the attached job posting widest distribution



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The mission of The Royal Canadian Legion is to serve Veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country.

Nova Scotia/Nunavut Command of The Royal Canadian Legion is a not for profit and charitable organization.

With 102 Legion Branches, Nova Scotia/Nunavut Command, headquartered in Dartmouth Nova Scotia, is seeking an Executive Director with an anticipated start date of June 2023.

The Command Executive Director reports directly to the President of the Command and is accountable, through the President, to an elected volunteer Executive Council. The position manages an office of 4 full time staff.

The overall scope of the position is to ensure, at the direction of the Command President, that the goals and objectives, as determined by Command Executive Council, are met.

The position requires a high degree of business acumen, professional demeanor, public representation and visibility, diplomacy, confidentiality, accountability; superior written, spoken communication and presentation skills; highly developed interpersonal skills; high level of accuracy and analytical skills, and remaining current in affairs affecting Veterans and their families.

The position requires background in full cycle financial accounting and reporting, office and human resource management and operating in adherence to organizational constitution and laws; willingness to promote and subscribe to the goals and objectives of The Royal Canadian Legion; knowledge and understanding of issues facing Veterans and their families.

Fund development is NOT a function of the position.

Expressions of interest may be directed to v.mitchell-veinotte@ns.legion.ca

Application for the position to include cover letter and resume complete with references and salary expectations submitted to info@ns.legion.ca