Legion
Nova Scotia/
Nunavut Command

Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #23

Date: **March 19, 2025**

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: **Command Service Officers Job Posting**

Message: Comrades: Please circulate the attached job posting for (2) Command Service Officers to all contacts and please post in your Branch.

The Royal Canadian Legion Nova Scotia/Nunavut Command

Job Posting

(2) Command Service Officers, Nova Scotia/Nunavut Command, The Royal Canadian Legion, Dartmouth, Nova Scotia;

Overview

With extensive training and professional support and mentorship, in accordance with prescribed processes and practices, the Nova Scotia/Nunavut Command Service Officers work to represent, counsel and assist serving, and no longer serving CAF/RCMP personnel and their dependents in applying for services, benefits and programs under the Canadian and Allied Veteran Legislation through Veterans Affairs Canada. The Command Service Officers review health records and quality of life statements and relates findings to potential qualifying benefits and entitlements. NS/NU Command Service Officers maintains strict confidential protected paper and electronic files, records and statistics and assists in the preparation of interim and annual reports. The Command Services Officers deliver training to Branch Service Officers on an annual basis. Security Clearances through Veterans Affairs Canada are required. The position reports to the Executive Director.

The work is rewarding in a comfortable office environment with a dedicated staff working in the spirit of comradeship in support of Veterans through a volunteer Executive Council, Volunteer Member base and the Articles of Faith of The Royal Canadian Legion. Nova Scotia/Nunavut Command offers competitive salaries, matched RRSP, paid, earned sick time and paid time off over the December Holiday Season. Regular office hours are 6.5 daily; M-F 8:30-12:00 and 1:00-4:00 pm.

Competencies

Proficiency in 2012 Microsoft Office Suite;
Demonstrated experience in planning, organization, administration, the ability to gather, review and critically assess information;
Demonstrated ability to effectively manage priorities, multi task efficiently and to meet deadlines;
An open, pleasant demeanour with superior written and verbal communication skills is required;
Personal Military/RCMP experience and/or experience in Veterans issues and advocacy would be considered assets;

The positions require some travel for training and ongoing professional development.

The positions require a willingness to subscribe to the goals and objectives of The Royal Canadian Legion and to support its values and growth.

Employment is contingent on security clearance issued by Veterans Affairs Canada.

Apply

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

executivedirector@nsnulegion.ca

Candidates selected for interview will be contacted.