

Governance Specialist & Executive Assistant to the Executive Director Nova Scotia Barristers' Society

Strong governance depends on someone who is highly organized and applies sound judgement. You anticipate what the Executive Director, Council members and senior leaders will need, bring order to complex meeting cycles, and follow through until decisions and commitments are documented and advanced. You build trust through thoughtful prioritization, clear communication and careful handling of confidential information. If you are an experienced governance and executive support professional who takes pride in making leaders and governing bodies more effective, the Nova Scotia Barristers' Society offers an opportunity to put that expertise to work in service of the public interest.

As **Governance Specialist & Executive Assistant to the Executive Director**, you will sit at the centre of the Society's governance and executive operations. You will connect the ED's office, Board and Council, committees and senior leadership team, prepare leaders to make informed decisions, and keep actions, records and governance processes moving forward with precision. This is a visible and trusted role for a professional who understands that effective governance is built through disciplined preparation, strong relationships and reliable follow-through.

The Nova Scotia Barristers' Society regulates Nova Scotia's legal profession in the public interest. With more than 3,700 members, the Society is responsible for accreditation, ethical standards, professional responsibility, complaints and practice standards. It also works to improve the administration of justice. Through this mandate, the Society helps maintain public trust in the legal profession and the rule of law.

The Society is focused on strengthening public trust through modern, effective regulation. Its priorities include modernizing governance, policies and processes; improving communication and engagement with members and the public; supporting a competent and inclusive profession; advancing access to justice; collaborating with justice system partners; and addressing systemic barriers. Respect, transparency and accountability guide how the Society works and serves Nova Scotians.

Recent work to review Board and Council policies has created a strong foundation for the next phase of governance maturity. You will help complete that work, keep governance documents current, strengthen meeting and decision processes, and establish practical systems that support compliance, transparency and continuity.

Reporting to the Executive Director and with accountability to the Board and Council, you will be a critical liaison among the governing body, its committees, the ED's office and the senior leadership team. You will build trusted relationships with the Chair and Council members, keep people informed and aligned, and provide the organization and context leaders need to carry out their responsibilities effectively.

Your governance responsibilities will include preparing agendas, minutes, briefing notes, presentations and committee chair reports; coordinating Board and Council meeting materials; maintaining policies, terms of reference, gap analysis, succession and board development documents; tracking actions to completion; and supporting nominations, orientation and onboarding for Council members, Officers and independent committee members. You will also provide technical and administrative support during leadership and strategy meetings and keep planning documents accurate and current.

Alongside the governance portfolio, you will provide high-touch executive support to the Executive Director. You will manage a busy calendar, coordinate meetings and travel, prepare correspondence and documents, process expenses and facilitate communication with employees, members, partners and other external stakeholders. Your ability to set priorities, anticipate needs and protect the ED's time will create space for the Executive Director to focus on the Society's mandate and strategic priorities.

The ideal candidate will have post-secondary education and at least 10 years of experience in board governance and executive support. Direct, hands-on experience supporting a board or governing council is essential. You bring excellent writing, editing, presentation and interpersonal skills, along with sound judgment, discretion and the emotional maturity to work confidently with senior leaders and Council members.

You are organized, proactive and comfortable managing several priorities and deadlines in an environment where plans can change. You value thoughtful process and know how to improve workflows gradually, balancing structure with adaptability. You work independently, collaborate naturally and approach sensitive situations with tact. Strong proficiency with Microsoft Office and web-based platforms is required, as is the ability to learn new technology quickly. Most importantly, you are motivated by the Society's public-interest mandate and the opportunity to strengthen the legal profession in Nova Scotia.

Please submit your resume online by clicking “Apply.” For more information, contact Greg Dickie confidentially at gdickie@royerthompson.com. If you need accommodation during the selection process, please let us know.

Facet is committed to presenting a diverse and inclusive roster of candidates to our clients. We welcome and encourage applications from Indigenous persons, African Nova Scotians, racialized persons, persons with disabilities, women, members of the 2SLGBTIQIA+ community and newcomers to Canada. Candidates from equity-deserving groups are invited to self-identify in their cover letter or resume.

Facet is a recruitment firm with an unshakeable belief that change is a good thing. People are not only our purpose, they are also our passion. Facet recruits talented professionals who aspire to impact organizations and the communities they serve. We are inspired by these individuals and believe they are at the core of building purpose-driven, dynamic, and forward-thinking workplaces.