ABOUT THE TOWN OF NEW GLASGOW

The Town of New Glasgow, nestled along the scenic riverside of Northern Nova Scotia, stands as a vibrant and pivotal commercial center for Pictou County. Here at the Town of New Glasgow, we take pride in our dynamic and flourishing financial and professional sectors, upholding a longstanding tradition of excellence that permeates entrepreneurship, education, social leadership, athletics, entertainment, and all levels of government. Our town is a testament to history, adorned with architectural gems that narrate the past, but we are also committed to moving forward and continuously expanding our offerings to enrich the lives of our residents and visitors alike. New Glasgow presents an ever-growing array of amenities, including vibrant arts and culture centers, a diverse selection of restaurants and entertainment venues, and an abundance of lush parks and trails. These facets converge to cultivate a thriving community and bolster our local economy.

THIS MOMENT, THIS POSITION

The Town of New Glasgow is excited to announce the opening for the position of Executive Assistant. Reporting to the Chief of Police, the Executive Assistant will be responsible for the day-to-day administrative functions of the Administration department of the New Glasgow Police. This role also includes establishing administrative procedures and guidelines, as well as acting as a liaison across all departments within the Town of New Glasgow, while always maintaining confidentiality regarding data and information. Additional duties of the Executive Assistant include, but are not limited to:

- Maintain and track all personnel time records
- Submit officer and dispatcher overtime for payroll processing
- Assist in organizing and facilitating departmental initiatives such as meetings, promotional processes, and conferences
- Oversee facility-related services, including maintenance requests and contractor coordination
- Maintain and manage police vehicle fleet records
- Issue of purchase orders and process invoices for payment
- Prepare quarterly invoices for externally funded positions, hospital callouts, and special events (e.g., school dances)
- Submit Workers' Compensation Board (WCB) injury claims online
- Coordinate member training registrations, book travel and accommodations, and process travel expense claims
- Prepare monthly reports for Town Councils
- Compile and present reports for Police Commission meetings, including attending meetings and recording minutes
- Develop and submit funding proposals for summer student programs, including recruitment and supervision
- Manage procurement and inventory of office supplies
- Coordinate and maintain the department’s records management system
- Perform other administrative duties and support special projects as assigned

THE IDEAL CANDIDATE

This is a dynamic and multifaceted role ideal for a highly organized, proactive individual who thrives in a team-oriented, fast-paced environment. As the Executive Assistant, you must be able to provide confidential administrative support to the Chief, Deputy Chief and assigned committees, in addition to demonstrating the ability to triage and prioritize requests and following up on action items. The ability to build and maintain professional relationships with employees, community groups, consultants, residents, and government bodies is a must!

EDUCATION AND BACKGROUND

- Minimum of three (3) years of experience within a senior administrative role, with a sound ability to prioritize tasks according to importance and deadlines.
- Knowledge of the Nova Scotia Justice System.
- Post-secondary diploma in Business Administration, Legal Studies or equivalent is preferred.
- Strong ability to prioritize tasks according to importance and deadlines.
- Confirmed ability to work in stressful situations and accept constructive criticism.
- Authenticated ability to exercise extreme discretion regarding confidentiality
- Previous employment experience in the public sector is considered an asset
- Clear Criminal Record Check

All interested applicants are asked to submit their resume and cover letter to Rebecca MacNeil, Director of Human Resources (rebecca.macneil@newglasgow.ca) on or before end of day Friday November 6, 2026.

STATEMENT OF INTENTION

We encourage applications from a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We're on a journey of learning and growth, continually striving to create a more inclusive and equitable environment. We encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQIA+ community, newcomers to Canada, and People with Disabilities, to apply.

We are committed to providing accommodation for individuals with disabilities at every stage of the hiring process. We recognize that there is always more to learn and improve upon in our journey towards greater inclusivity and humility.

THE TOWN OF NEW GLASGOW IS GUIDED BY KEY STRATEGIES THAT DEFINE OUR COMMITMENT TO PROGRESS:

Investment in Infrastructure: We believe in the power of well-maintained infrastructure to drive growth and prosperity.

Commercial Development: We actively promote a business-friendly environment, fostering economic expansion.
Environmental Stewardship: We are dedicated to preserving and enhancing our natural surroundings for current and future generations.
Downtown Revitalization: We are invested in revitalizing our town center, making it a vibrant hub for all.
Cultural Diversity: We celebrate diversity and actively work to build an inclusive community.
Strategic Partnerships and Regional Cooperation: We believe in the strength of collaboration and actively engage in regional initiatives.
Health and Safety: We prioritize the well-being of our residents and employees, ensuring a safe environment for all.
The Creative Economy: We recognize the vital role of creativity and innovation in driving economic growth.

As an employee in New Glasgow, you'll be part of a community that embraces growth, diversity, and progress. Join us in shaping a future filled with opportunities, both for personal and professional development, in a town that treasures its heritage while embracing a forward-thinking vision.

A complete job profile, outlining additional competencies, educational and experience requirements and working conditions can be provided upon request.