



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

Nova Scotia Federation of Municipalities

Research Assistant

Position Title: Research Assistant

Reports To: Chief Executive Officer

Position type: Contract (12 months)

Location: Halifax, Nova Scotia

Review of Applications Begins: Immediately

Salary Range: \$60,000

The Nova Scotia Federation of Municipalities (NSFM) has been the collective voice for municipal governments across the province since 1906. With 373 members comprised of mayors, wardens and councillors, NSFM represents the interests of municipalities on policy and program matters that fall within provincial and federal jurisdiction. Members include all 49 of Nova Scotia's municipalities.

The Nova Scotia Department of Municipal Affairs and Housing has been mandated to renegotiate the Service Exchange Agreement between the provincial government and municipalities and review the Municipal Government Act (MGA). The Research Assistant will support NSFM's engagement in both of these processes by investigating, compiling, and summarizing research on issues and proposals. The Research Assistant will provide valuable support to the Service Exchange Renegotiation and MGA Review Committee and the broader NSFM team. The Research Assistant is expected to be a strong team player with skills in rigorous research, data analysis, and reporting.

Key responsibilities of this position include:

- Provide research support to the CEO and NSFM Policy Advisor
- Identify and develop tools and resources on policy issues
- Attend online and in-person meetings
- Undertake research and analysis to investigate policy issues and opportunities
- Assist in the development of priorities and advocacy strategies for the organization
- Other duties as assigned

Required Education and Qualifications

Education: A master's degree in public administration or a related field with two to three years related experience.

Specialized Knowledge: Knowledge of municipal and provincial government is an asset.

Skills: Active listening, research, policy analysis, project management and organizational skills, presentation skills, clear summary report writing, briefing note preparation, computer software competence including MS Office.

Abilities: Ability to multi-task and/or work on multiple projects, meet timelines and prioritize.

Technical Skills

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Working Arrangement

This position will work primarily from their home office but must be available to work from the NSFM office and attend in-person meetings as required. Some travel is also required.

Application Procedure

If you qualify for the above position, we invite you to apply with your resume and cover letter, stating why you are interested in this position. Please apply via email to Juanita Spencer, jspencer@nsfm.ca

Only applicants chosen for an interview will be contacted.