



Association des juristes
d'expression française
de la Nouvelle-Écosse



JOB OFFER

Are you a person recognized for your excellent skills and interpersonal skills? Do you want to take on great challenges with a team that has the well-being of all at heart? Does working in a warm and friendly atmosphere appeal to you? We need you on our team!

Reception and Administrative Agent – Accès justice Centre (AJEFNÉ)

The Association des juristes d'expression française de la Nouvelle-Écosse (AJEFNÉ) with its Accès justice centre is looking for a person to fill the position of Reception and Reception Officer.

Who are we? The Association des juristes d'expression française de la Nouvelle-Écosse is a non-profit organization whose mandate is to promote the accessibility of legal services in French to the Acadian, Francophone and Francophile population of Nova Scotia. Its Legal Information Centre, Access to Justice, is located in downtown Halifax and provides Nova Scotians with legal information in all areas of law. The service is free and available in French and English.

JOB DESCRIPTION (NON-EXHAUSTIVE LIST)

- Welcoming customers and responding to various requests for information;
- Manage administrative correspondence (emails, calendar, appointment tracking, calls and voicemail, etc.) of the centre.
- Ensure the updating of the Facebook page of Accès justice, the AJEFNÉ website and other means of communication;
- Support the logistics of the Centre's projects;
- management of document archiving;
- Perform any other task related to the projects and activities of the Centre Accès justice.

SKILLS AND COMPETENCIES SOUGHT

- Good organizational skills and good judgment to manage daily tasks and contingencies;
- Good customer service skills and great listening skills
- Excellent written and oral communication skills, both in French and English;
- Adaptability to technological changes and excellent knowledge of the Office Suite (Word, Excel, PowerPoint).
- Ability to work independently with minimal supervision and manage priorities according to deadlines;
- Have a good team spirit by fully adhering to collaborative work
- A strong development potential;
- Knowledge and understanding of the legal field (an asset);

REMUNERATION AND CONDITIONS OF EMPLOYMENT

- Start date: June 16, 2025
- The position is 35 hours per week
- The contract is for a fixed term from June 16, 2025, to August 29, 2025.
- Place of work: 1741 Brunswick Street, Halifax, NS, B3J 3X8
- The salary is \$23 per hour.

AJEFNÉ encourages anyone from an equity-seeking group, including Indigenous, First Nations, Métis and Inuit peoples, members of racialized communities, people living with disabilities, women, and people with a different gender identity or expression, to apply.

APPLICATIONS

Please email your cover letter and resume to Vincent Anama, Executive Director:
direction@ajefne.ns.ca.

Thank you for your interest. Only those selected for an interview will be contacted.