



2 Dr. Donald Skeir Way
Westphal, NS, B2W 4X9
902-434-0674 (o) 902-434-6544 (f)
www.akoma.ca

Assistant Executive Director Job Posting

Title: Assistant Executive Director
Job Type: Full time - 8:30 - 4:30 with flexibility
Office Location: 18 Wilfred Jackson Way, Dartmouth NS
Hours of Work per Week: 35 hrs
Salary: \$47 hr. (\$85,540)

The Organization:

Akoma Holdings Inc. (AHI) is the manager of 320 acres which it is in the process of developing. In 2014, the Nova Scotia Home for Colored Children (NSHCC) gifted its assets to AHI. This included two childcaring residential facilities with related playground structures, a community centre in which the basement consists of offices that are leased as well as the Old Home building which was the original orphanage for the NSHCC children and a Cottage which is vacant. In December 2018, AHI acquired the Watershed Association Development Enterprise (WADE) building which was leased on the Akoma property for over 15 years. The facility was renamed in 2019 to the Bauld Annex.

In 2011 in recognition of the 90th anniversary of the NSHCC, Akoma launched a Community Garden which still thrives today. The garden provides plots to at least 30 gardeners from a diverse population of people.

In addition to the community garden, a greenhouse, kiosk and shelter were added to the garden. In 2021, Akoma purchased a hydroponic farm where fresh produce can be grown year long. In support of the Akoma vision to develop the property Akoma started the first phase of the development plan by building Fairfax Homes. Fairfax Homes consists of 4, two-bedroom duplexes which house single Black parents with school aged children. In 2025 Akoma partnered with the YWCA to provide up to 10 two-and three-bedroom homes for Black women and their families. In 2026, Akoma will open 8 three-and four-bedroom homes in Lake Loon. A Family Support Worker has been hired to support the tenants in these homes.

Akoma Holdings Inc. is seeking an Assistant Executive Director to assist in the development and operations of Akoma, a mix of residential, commercial, institutional and community facilities.

Position Scope:

Reporting to the Executive Director of Akoma Holdings Inc., the Assistant Executive Director is responsible for supporting the Executive Director in operationalizing the vision of Akoma and fulfilling the mission of creating economic and social opportunities for the African Nova Scotian communities and the general society. The Assistant Executive Director will work in a highly collaborative manner to ensure partnerships are maintained in the area of, but not limited to, municipal agencies, grassroots organizations, real estate organizations, architects and designers, and urban planning and real estate development leaders, community land trusts, and other Black-led organizations. The main duties of this role include but are not limited to:

1. To act ethically, prudently, and in the best interests of AHI.

2. To oversee compliance with minimum building, health, fire safety, and other statutory requirements.
3. To adhere to and develop programs and services in accordance with the strategic goals identified by the Board of Directors.
4. To keep informed of trends within the developing field of property design, community land trusts, housing opportunities and marketing.
5. To participate in various professional, cultural, and community events, in accordance with the aims and objectives of the AHI.
6. To take a leadership role for the implementation of Afrocentric practices in the development and implementation of services.
7. The Assistant Executive Director Position is one of confidence and trust, so all AHI information must be kept confidential. Under no circumstances is AHI information, acquired by virtue of the position, to be used for purposes unrelated to the position or for personal gain.
8. To perform other tasks related to the Assistant Executive Director's role as outlined by the Executive Director.

Qualifications

1. Preferably 5+ years of progressive, professional experience in grassroots leadership, entrepreneurship, community economic development, African Nova Scotian history, housing, or a related field;
2. Experience in non-profit leadership - either in project management, programming, or at the governance level - with a deep and nuanced understanding of funding, start-up environments, grassroots strategy, community and economic development, program management, cross-sector partnerships, team development, and Board management;
3. Experience collaborating on varied scopes of work
4. Knowledge of leading campaigns to drive community and stakeholder buy-in with a high level of comfort in public communication and networking.
5. Demonstrated proficiency in computer applications including Mac Programs and MS Office products is required.
6. Planning, organizing and prioritization skills with demonstrated evidence of critical thinking, problem solving and analytical processing ability.
7. Self-motivated, flexible and has the ability to work independently, with strong ethical standards.
8. Adaptability and flexibility to facilitate change while meeting multiple demands and priorities of a challenging position and workload.
9. Grant writing experience an asset.



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The successful applicant will be required to provide a Criminal Records/Vulnerable Sector Check and Child Abuse Register Check and must have a valid driver's licence and access to a reliable vehicle.

Closing Date: Friday Nov. 7, 2025 at 4:30pm AST

Please send your cover letter and resume to vmarsman@akoma.ca

This opportunity is designated to applicants that identify as African Nova Scotian or of African descent and must self-identify during the application process to be considered. We thank all applicants for their interest, however, only those selected for an interview will be contacted.