



## Fundy Ocean Research Centre for Energy **Technology and Public Programs Assistant**

One (1) Position is available.

### **Closing Date**

Friday, May 6<sup>th</sup>, 2016, by 4:00p.m. ADT

### **Term of Employment**

May 26<sup>th</sup> through August 31<sup>st</sup>, 2016 (14 weeks, 35 hours per week)

### **Summary**

Fundy Ocean Research Centre for Energy (FORCE) is Canada's lead test centre for in-stream tidal energy research and technology. FORCE is seeking a dynamic student to work at our Visitor Centre – operations site, located near Parrsboro, Nova Scotia, to assist with the development of public programs related to tidal energy technology, environmental monitoring research and oceanographic technology, as well as the delivery of these programs to the public. The FORCE Technology and Public Programs Assistant will have the primary responsibility of assisting FORCE staff, oceanographic technologists and researchers in transferring research data and results as well as technology information into formats which can be widely used in public education and engagement.

The FORCE Technology and Public Programs Assistant will assist in delivering existing educational programs, and sharing exhibits, interactive displays and information with visitors from all over the world while participating in the fast-paced and demanding development process. This is an excellent opportunity to gain experience in the development of public educational programs and methods of technology transfer, while gaining knowledge of ocean technology, marine research, engineering, tidal phenomena and other aspects of tidal energy development. All students who meet the criteria and requirements described herein are invited to apply for the position.

### **Position Description**

Under the direction of the Facilities Manager, the FORCE Technology and Public Programs Assistant will join FORCE staff and partners in the process of developing upgrades to interpretive materials, and increasing outreach by the delivery of public programs to a variety of audiences throughout the spring and summer of 2016. The FORCE Technology and Public Programs Assistant will focus on planning and development of public programs concerning the research results of the EEMP studies and various oceanographic data collected by instrumentation. The FORCE Technology and Public Programs Assistant will assist in planning upgrades and new elements of public programs, participating in the design of installations and the development of materials and formats for public program delivery.

The FORCE Technology and Public Programs Assistant will also provide visitor services and information about other local area experiences, attractions, and programs as part of the Visitor Centre staff. Further, the FORCE Technology and Public Programs Assistant will participate in the delivery of educational programs, and interpretive services, including the delivery of interpretive tours to groups of various sizes, and responding to visitor inquiries. Performance of daily operational duties such as cleaning, basic administrative office duties, and participation in daily operation of the reception area will be included in the responsibilities of the FORCE Technology and Public Programs Assistant as part of the FORCE team. In the course of the term of employment, the FORCE Technology and Public Programs Assistant will complete reporting and presentations on the planning and development of new and improved public programs for ocean technology, tidal energy technology and environmental research completed in conjunction with the FORCE project.

### **Compensation**

The FORCE Technology and Public Programs Assistant will be paid \$11.95 per hour, plus 4% Vacation Pay, based on thirty-five (35) hours per week for the fourteen (14) week term.

### **Assets & Skills Summary**

- ⤴ Knowledge of the Parrsboro and Fundy Shore Tourism Destination area.
- ⤴ Knowledge of tidal energy technology and the FORCE project, including FAST and EEMP and related research.
- ⤴ Knowledge of interpretive methods, electronic displays and interfacing.
- ⤴ Knowledge of regional oceanographic technology and marine research.
- ⤴ Proficiency in conversational French and English.
- ⤴ First-Aid and/or WHMIS certifications.
- ⤴ Previous experience and ease of working with the public.
- ⤴ Passion for communication and public education.
- ⤴ Proven communications skills, written and oral.
- ⤴ Aptitude for research and reporting.
- ⤴ Aptitude for planning and designing information delivery methods.
- ⤴ Aptitude for computer sciences.
- ⤴ Ability to contribute to the work environment in a positive manner.
- ⤴ Willingness to complete all tasks, from basic cleaning to research and visitor tours.
- ⤴ Friendly and courteous nature.
- ⤴ Ability to maintain a high standard of punctuality, organization and neatness in the work place.
- ⤴ Enrollment in a post-secondary program of study related to Environmental or Earth Science, Environmental Monitoring/Management, Engineering Technology, Ocean Technology, Information Technology, Education, Marketing, or Communications.

## **Qualifications**

The following are **specific criteria** or descriptions of qualifications:

- ⤴ Applicants must be available to start work beginning May 19<sup>th</sup>, 2016.
- ⤴ Applicant must be a full-time student, currently enrolled in full-time studies, and intending to return to full-time studies in the fall (secondary to post-secondary or post-secondary to post-secondary). Non-student applications will not be accepted.
- ⤴ Applicants must be able to carry out daily tasks without constant supervision, and also possess the capacity to work as part of a team.
- ⤴ Applicants must possess a familiarity with computer programs and basic software, having the ability to compose communications, documents, reports and spreadsheets.
- ⤴ Applicants must be able and willing to work weekends and holidays.
- ⤴ Applicants must be willing to participate in training specific to the position, as well as First-Aid and WHMIS, if necessary. Training costs will be covered by FORCE.
- ⤴ Applicants must possess a valid driver's licence and be able to travel independently to the FORCE Visitor Centre site, at 1156 West Bay Road, near Parrsboro (must arrange for own reliable transportation) for work each day.

## **Application Process**

FORCE will accept applications via email only until **4:00 p.m. ADT, Monday, May 2<sup>nd</sup>, 2016**. Please email a copy of your resume and a letter of introduction in confidence to [jobs@fundyforce.ca](mailto:jobs@fundyforce.ca) with the subject line: "FORCE Technology Programs Student."

FORCE welcomes submissions from all qualified parties; however, only those applicants selected for interview will be contacted.

## **For Further Information**

You may wish to visit our website to familiarize yourself with FORCE: [www.fundyforce.ca](http://www.fundyforce.ca). A copy of the FORCE Technology and Public Programs Assistant job description can be found on our website as well.

If you have questions, please contact:

***Mary McPhee***

Facilities Manager

Fundy Ocean Research Center for Energy

1156 West Bay Road, Black Rock, Cumberland County, NS

Email: [mary.mcphee@fundyforce.ca](mailto:mary.mcphee@fundyforce.ca)

Phone: 902.254.2510