



Fundy Ocean Research Centre for Energy  
**FORCE Environmental and Public Programs Intern**

One (1) Position is available.

**Closing Date**

**EXTENDED to Wednesday, June 14<sup>th</sup>, 2017, 4:00p.m. ADT**

**Term of Employment**

July 2<sup>nd</sup> through August 26<sup>th</sup>, 2017 (8 weeks, 35 hours per week)

**Compensation**

The FORCE Environmental and Public Programs Intern will be paid \$11.95 per hour, plus 4% Vacation Pay, based on thirty-five (35) hours per week during the Term of Employment.

**Location**

FORCE Visitor Centre and Operations Site, located at 1156 West Bay Road, Black Rock (10 km from Main Street, Parrsboro) in Cumberland County, NS.

**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 assist with the delivery of programs to the public relating to tidal energy development, environmental monitoring research and oceanographic technology. The FORCE Environmental and Public Programs Intern will have the primary responsibility of assisting with the administration and delivery of environmental programs including ongoing shoreline monitoring, and beach clean ups. This work will involve community participation with volunteers, data gathering and reporting. Further, the FORCE Environmental and Public Programs Intern will assist in delivering educational programs, and sharing exhibits, interactive displays and information with visitors from all over the world. This is an excellent opportunity to gain experience in the delivery of environmental monitoring programs and the transfer of technology and science to the public, while gaining knowledge of ocean technology, marine environmental research, 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 Environmental and Public Programs Intern will assist permanent staff to administer and complete shoreline monitoring and beach clean-up activities, as well as support environmental monitoring study activities as they pertain to the intertidal zone. There will be a requirement for becoming familiar with ocean technology as well as instrumentation used in marine environmental research, and the background for environmental monitoring studies and research topics. Capturing activities and recording data related to these activities at regular intervals will be important as well. With the nature of working around tide times, there will be some need to work in various types of weather. In the course of the term of

employment, the FORCE Environmental and Public Programs Intern will complete reporting on the shoreline monitoring and beach work, community involvement and recorded data completed in conjunction with the position. The FORCE Environmental and Public Programs Intern 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 Environmental and Public Programs Intern 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. Public programs delivery will include interpretation and information about environmental monitoring work such as shoreline monitoring. 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 Environmental and Public Programs Intern as part of the FORCE team.

### **Assets & Skills Summary**

The following shall be considered **assets** in the selection process:

- ⤴ Knowledge of tidal energy technology and the FORCE project.
- ⤴ Knowledge of FORCE environmental programs and related research.
- ⤴ Knowledge of tidal cycles, tide charts, local area shorelines, and beach access.
- ⤴ Knowledge of the Parrsboro and Fundy Shore Tourism Destination area.
- ⤴ Proficiency in conversational French and English.
- ⤴ First-Aid and/or WHMIS certifications.
- ⤴ Previous experience and ease of working with the public.
- ⤴ Passion for environmental monitoring and the Fundy environment.
- ⤴ Proven communications skills, written and oral.
- ⤴ Aptitude for research and reporting.
- ⤴ Aptitude for computer software, web activity, information access.
- ⤴ Ability to contribute to the work environment in a positive manner.
- ⤴ Willingness to complete all tasks, including cleaning, shoreline walks, reporting 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, Marine Biology, Oceanography, Environmental Monitoring/Management, or Ocean Technology.

### **Qualifications**

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

- ⤴ Applicants must be available to start work beginning July 2<sup>nd</sup>, 2017.
- ⤴ Applicant must be a full-time student. 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 able and willing to traverse shoreline and intertidal zone terrain.
- ⤴ 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 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, Friday, June 9<sup>th</sup>, 2017**. 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 Environmental and Public Programs Intern." 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 Environmental and Public Programs Intern job description can be found on our website as well.

Facebook: <https://www.facebook.com/fundyforce>

Twitter: <https://twitter.com/fundyforce>

### **Contact**

***Mary McPhee***

FORCE Facilities Manager

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