

## OPERATIONS COORDINATOR



### Overview

Fundy Ocean Research Center for Energy (FORCE) is Canada's lead research facility for tidal stream technology, created to better understand if this technology can play a safe, effective role in Canada's energy future. FORCE acts as a host to turbine developers, providing a permitted site, electrical infrastructure, an observation facility, and connection to the power grid. The site features 14 billion tonnes of average tidal flow moving at peak speeds above 5 m/s, producing an estimated 7,000 MW of power. Since 2009, FORCE has conducted an independently-reviewed environmental effects monitoring program as well as a series of applied research programs, including the use of underwater sensor platforms to advance the science of data capture in high flows.

The FORCE staff is a small, collaborative, and dedicated group that works with partner organizations, government and industry to advance tidal energy demonstration in Nova Scotia.

Based in Halifax, the new position of Operations Coordinator is an exciting and dynamic role that supports effective administration, operations and delivery of programs. This position requires occasional travel to the FORCE demonstration site just outside of Parrsboro, and other locations in the province.

### Position Description

The Operations Coordinator has responsibilities in four key areas:

|                                 |            |  |
|---------------------------------|------------|--|
| <b>Stakeholder Engagement</b>   | <b>30%</b> | Assist in planning, execution, and representation at events. Prepare presentations and coordinate logistics for outreach activities. Assist with the creation of communications materials including event descriptions, articles, ads.   |
| <b>General Administration</b>   | <b>25%</b> | General office duties. Serve as primary organization contact. Coordinate logistics for board and committee meetings, staff travel, conferences and events. Develop and maintain files and documents. Assist with preparation of meeting materials, funding proposals. Manage mail and shipping / receiving activities. Other duties as required. |
| <b>Financial Administration</b> | <b>25%</b> | Verify and process invoices, credit card statements and expense claims. Code items to approved budgets and action payments. Liaise with bookkeeper to review budgets and track expenditures. Prepare monthly reports and projections. Issue purchase orders and invoices as approved by program managers.  |
| <b>Website and IT</b>           | <b>20%</b> | Coordinate document management for electronic files. Assist with website and social media updates. Manage IT accounts and services.  |

### Qualifications

- Completion of a 1 or 2-year community college program in a relevant discipline (i.e. office administration, communications, business, accounting) or other equivalent experience
- Demonstrated work ethic and ability to contribute as part of a team – **volunteer and/or community involvement considered a strong asset**
- Resourceful with an ability to take initiative and problem solve
- Enthusiastic and adaptable to a broad range of tasks and responsibilities
- Excellent verbal and written communication skills
- Experience public speaking would be considered an asset

- Thorough working knowledge of MS Office Suite of programs (Word, Excel, Powerpoint) as well as MailChimp, Twitter, Instagram and Facebook
- Possession of a valid driver's license

### **Schedule and Compensation**

This is a full-time position with a standard work week, however flexible hours may sometimes be required. Hourly wage is negotiable based on skills and experience. The remuneration package will also include health benefits, life insurance, vacation and other entitlements. The position start date is June 17th, 2019, with some flexibility based on availability of the selected candidate.

### **How to Apply**

If you're an enthusiastic self-starter that's looking for a position in an exciting field of work then send your resume and covering letter in confidence to [jobs@fundyforce.ca](mailto:jobs@fundyforce.ca) with the subject header "Operations Coordinator" by 5:00 pm, May 17, 2019.

FORCE welcomes submissions from all interested candidates but only those selected for interview will be contacted.

For more information about this opportunity please e-mail [lindsay.bennett@fundyforce.ca](mailto:lindsay.bennett@fundyforce.ca) or call 902-406-1166 ext. 5.