

## Facilities and Guest Services Assistant

*This is a grant-funded position made possible through the generous support of the Government of Nova Scotia through the Department of Labour, Skills, and Immigration (LSI) - Student Summer Skills Incentive (SKILL) program.*

### Eligibility

A person is eligible for this position provided they are:

- either entering full-time post-secondary studies in the fall semester immediately following the work term or continuing full-time post-secondary studies following the work term; and
- a permanent resident of the province or live in Nova Scotia for at least six months prior to the work term.

### Application Closing Date

April 26<sup>th</sup>, 2024

### Term of Employment

June 2<sup>nd</sup>, 2024, to August 25<sup>th</sup>, 2024

### Compensation

\$16.00 hourly plus 4% vacation pay based on thirty-five (35) hours per week.

### Work Location

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

### Position Overview

Under the supervision of the Facilities Manager, the Facilities & Guest Services Assistant will work out of the FORCE Visitor Centre, greeting guests and engaging with the public about tidal stream energy, the marine habitat, and environmental research. Additionally, the position will assist with developing content for social media, lawn, yard & building maintenance, and general day-to-day operations including cleaning and assistance with ongoing research.

Specific activities of the Facilities Assistant include:

- Assisting in shoreline monitoring and beach clean-up activities as well as supporting environmental monitoring study activities.
- Providing interpretive services and relaying information to the public about tidal stream energy demonstration, site features, and environmental monitoring program activities.
- Participating in the delivery of educational programs and visitor services including conducting tours with groups of various sizes and responding to visitor inquiries.
- Promoting community partners and attractions in the surrounding area.
- Assisting with general day-to-day operations including cleaning and upkeep of the Visitor Centre and grounds maintenance.
- Assisting with the Marine Radio Operator Program.
- Adhering to FORCE's Health and Safety policies.

- Other duties as required.

### **Position Requirements**

- Self-motivated team player with the ability to take initiative and work with minimal supervision.
- Ability to operate lawn mower, trimmer, and other power tools in a safe and reliable manner according to relevant safe work procedures.
- Willing to work weekends and holidays.
- Strong verbal and written communication skills.
- Experience using Microsoft Office including Excel, Word, Teams.
- Reliable transportation to and from work.
- Participation in training specific to the position including First Aid and WHMIS if necessary (training expenses paid by employer).

### **Applications**

We value diversity and inclusion at FORCE. We actively encourage applications from members of communities with historical and/or current barriers to equity, including, but not limited to: Mi'kmaq and other Indigenous peoples; African Nova Scotians and members of communities that commonly experience discrimination due to race, ancestry, colour, or place of origin; persons with visible and/or invisible (physical and/or mental) disabilities; persons who identify as women; and persons of marginalized sexual orientations, gender identities, and gender expressions. If you are a member of an equity group, you are encouraged to self-identify, on your application form, cover letter, or on your resume.

Applications including resume and cover letter with the subject heading "Facilities and Guest Services Assistant-Parrsboro" should be emailed in PDF format to [jobs@fundyforce.ca](mailto:jobs@fundyforce.ca) **on or before April 26th, 2024**. FORCE appreciates submissions from all individuals, however only candidates selected for an interview will be contacted.

### **About FORCE**

FORCE is Canada's lead research facility for tidal stream technology, created to better understand how this technology can play a role in Canada's clean energy future and help respond to climate change impacts. FORCE provides offshore and onshore electrical infrastructure to connect devices to the power grid and conducts environmental monitoring and research to understand any potential environmental effects.

FORCE is a private, not-for-profit company operated by a staff, governed by a board of directors, and guided by input from an independent Environmental Monitoring Advisory Committee and a Community Liaison Committee. FORCE has received support from the Government of Canada, the Province of Nova Scotia, the Offshore Energy Research Association, and participating developers.