

Facilities and Guest Services Assistant

This is a grant funded position made possible through the generous support of the Government of Canada through the Department of Employment and Social Development's Canada Summer Jobs program.

Eligibility

- between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Applications Closing Date

May 21, 2021

Term of Employment

June 7 – August 2, 2021

Compensation

\$14.10 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

Fundy Ocean Research Center for Energy (FORCE) is Canada's leading test centre for tidal stream research and technology. FORCE is seeking an individual to assist with the operations of the Visitor Centre. Under the supervision of the FORCE Facilities Manager the Facilities and Guest Services Assistant will support the daily operations at the FORCE Visitor Centre including but not limited to; following COVID procedures, data collection, lawn and yard maintenance, general building maintenance, daily cleaning and assisting FORCE staff as required.

Specific activities of the Facilities and Guest Services Assistant include:

- Follow COVID 19 procedures and provide education to visitors about Covid-19 protocols
- Daily cleaning and upkeep of FORCE Visitor Centre
- Greet members of the public and provide information about tidal energy demonstration
- Support Environmental Effects Monitoring Program activities

- Assist with Radio Operator Program
- Follow health and safety policies
- Engagement activities
- Development of social media content
- Lawn and garden maintenance
- Data collection, recording and analysing.
- Use of Office 365 applications including Excel, other software.
- Assist with general maintenance of FORCE properties.

Position Requirements

- Friendly and approachable demeanour for greeting members of the public
- Interest in renewable energy and environmental management
- Work with Microsoft Office including Excel, Word, Teams
- Work independently
- Work weekends and holidays
- Ability to operate lawn care tools in a safe and responsible manner
- Reliable transportation to and from work
- Participation in training specific to the position including Radio Operator, First Aid and WHMIS if necessary (training expenses paid by employer)
- Other duties as required

Application Process

Applications with the subject heading “Facilities and Guest Services Assistant” should be emailed in PDF format to jobs@fundyforce.ca **on or before May 21, 2021**. FORCE appreciates submissions from all who qualify under the eligibility requirements, however only those applicants selected for interviews will be contacted.