

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, as a part of the Canada Summer Jobs program.

Eligibility

A person is eligible for this position provided they are:

- 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

June 10, 2022

Term of Employment

July 8, 2022– August 30, 2022

Compensation

\$15.00 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

The Facilities and Guest Services Assistant will work out of the FORCE Visitor Centre greeting guests, engaging with the public about marine habitat and research, lawn and yard maintenance, general building maintenance, cleaning and assisting with ongoing research.

Specific activities of the Facilities Assistant include:

- Greeting Visitors
- Inform guests about FORCE. Tidal energy, the surrounding area and community partners
- Daily cleaning and upkeep of FORCE Visitor Centre
- Grounds maintenance including lawn mowing, weeding, raking, etc.
- Support FORCE's Environmental Effects Monitoring Program activities and staff
- Ensuring FORCE Health and Safety policies are followed
- Following COVID 19 procedures

Position Requirements

- Curiosity about the environment
- Willing to share ideas
- Passionate about sharing knowledge
- Willing to work weekends and holidays
- Willing to learn applications such as 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)
- Other duties as required

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 Assistant-Parrsboro" should be emailed in PDF format to jobs@fundyforce.ca **on or before June 10, 2022**. FORCE appreciates submissions from all qualified individuals however only those applicants selected for interviews 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.