

Facilities and Guest Services Assistant

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

Eligibility

A person is eligible for this position provided they are:

- Aged 15 to 30
- A Canadian or Permanent resident of Canada

Applications Closing Date

April 25th, 2025

Term of Employment

July 3rd, 2025, to August 28th, 2025

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

Fundy Ocean Research Centre for Energy (FORCE) is Canada's leading test centre for tidal stream energy research and technology. We are seeking a highly motivated and dynamic student to support public engagement and the daily operations at our Visitor Centre.

As the Facilities & Guest Services Assistant, you will work out of the FORCE Visitor Centre, greeting guests and engaging with the public on topics related to tidal energy, the marine habitat, and environmental research. This is your opportunity to gain experience in the cutting-edge field of marine renewable energy and community engagement.

Key Responsibilities

- Provide interpretive services and relay information to the public about tidal energy demonstration, site features, and environmental monitoring programs.
- Help deliver educational programs, visitor tours, and respond to visitor inquiries.
- Participate in shoreline monitoring and beach clean-up activities.
- Promote community partners and attractions in the surrounding area.
- Maintain the Visitor Centre's appearance, including lawn, yard and building upkeep and cleanliness.
- Assist with the Marine Radio Operator Program and ensure compliance with safety protocols.
- Follow Health and Safety policies to maintain a safe and welcoming environment.

- Other duties as required.

What We're Looking For

- Friendly, self-motivated team player with ability to take initiative and work independently.
- Strong written and verbal communication skills for engaging with visitors and staff.
- Ability to safely operate and maintain lawn care equipment (e.g., lawnmower, trimmers) and other small tools.
- Comfortable using Microsoft Office applications, including Excel, Word, and Teams.
- Available and willing to work weekends and holidays (the FORCE Visitor Centre is open....
- Reliable transportation to and from the FORCE Visitor Centre.
- Willingness to participate in required training, including First Aid and WHMIS (training expenses covered 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" should be emailed in PDF format to jobs@fundyforce.ca **on or before April 25th, 2025**. 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 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 and the Province of Nova Scotia.