

Communications & Outreach 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 - Youth Initiatives, Summer SKILLS student job program.

Eligibility

A person is eligible for this position provided they are:

- Either entering full time post-secondary studies in the fall following the summer work term or continuing full-time post-secondary studies following the summer work term.
- A permanent resident of the province or live in Nova Scotia for at least six months prior to the work term.

Applications Closing Date

April 25, 2025

Term of Employment

June 6, 2025, to August 29, 2025

Compensation

\$16.50 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 join our team and help tell the story of tidal energy in the Bay of Fundy – the highest tides in the world.

As the Communications & Outreach Assistant, you will support FORCE's public engagement efforts and daily operations. From leading tours at the FORCE Visitor Centre and creating social media content, to providing onshore support for marine operations and environmental programs. This is your opportunity to gain experience in the cutting-edge field of marine renewable energy and community engagement.

Key Responsibilities

- Lead visitor tours, help deliver educational programs, and connect with the public.
- Respond to visitor inquiries and provide interpretive services about tidal energy and FORCE's work.
- Assist with social media content creation and public outreach.
- Support public engagement event planning and preparation.

- Participate in shoreline monitoring and beach clean-up activities.
- Support environmental monitoring studies.
- Maintain the Visitor Centre's appearance, including lawn and yard maintenance.
- Perform general operational and administrative tasks, including facility upkeep.
- Follow Health and Safety policies to maintain a safe and welcoming environment.
- Other duties as required.

What We're Looking For

- Strong written and verbal communication skills for engaging with visitors and staff.
- Creative, enthusiastic and self-motivated team player with ability to take initiative and work independently.
- Comfortable using digital tools (Microsoft Office applications, social media platforms, etc.).
- Ability to safely operate and maintain lawn care equipment (e.g., lawnmower, trimmers) and other small tools.
- Available and willing to work weekends and holidays.
- Reliable transportation to and from the FORCE Visitor Centre.
- Willingness to complete required training (e.g., First Aid and WHMIS – expenses covered by us!).

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 "Communications & Outreach Assistant" should be emailed in PDF format to jobs@fundyforce.ca **on or before April 25, 2025**. FORCE appreciates submissions from all qualified, 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.