



Nature. Education. Sustainability. Transformation.

Employment Opportunity – Communications Assistant

APPLICATION REVIEW BEGINS APRIL 5, 2019

West Coast N.E.S.T. (Nature. Education. Sustainability. Transformation.) is seeking a Communications Assistant to support the growth of education tourism throughout the Clayoquot Sound UNESCO Biosphere Region this summer. The Communications Assistant will support learning on the West Coast by working as part of a team to:

- Support the creation and delivery of West Coast NEST programs including carrying out email, phone and in-person correspondence with local education organizations and businesses, tourism staff, and visitors, generating documents, updating spreadsheets, completing reports, and booking venues;
- Connect with front-line staff of local hospitality businesses to increase awareness of local education programming and promote the use of westcoastnest.org events and course calendars for enabling visitors to experience transformative learning opportunities;
- Interview local knowledge holders, educators, and organizations, and write stories about learning experiences in our region that will be published online to promote local education tourism;
- Collaborate with coworkers to promote education tourism within our region utilizing the West Coast NEST website and social media channels (Instagram, Facebook and Twitter);
- Support local education organizations by documenting their events and courses using a combination of photography and written content; and
- Lead the design, promotion, and delivery of a new weekly interpretive program for visitors to the region, with assistance of other staff.

This position offers the opportunity to:

- Develop your creative writing skills as you write, edit and publish stories that will be used to promote education tourism in our region;
- Develop a variety of digital skills;

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- Develop your photography and photo editing skills - there will be many opportunities to photograph education programs taking place in a variety of outdoor settings on the west coast of Vancouver Island;
- Strengthen your marketing skills as you work to promote new education programs;
- Develop and strengthen your verbal and written communication skills working in our professional open office space;
- Develop your teamwork skills with opportunities for collaborative project work;
- Develop your leadership skills; and
- Develop your public speaking skills by delivering a weekly interpretive program.

The successful candidate should have a positive attitude, strong interpersonal skills or a willingness to develop interpersonal skills, proficient computer skills, and have an interest in communications, education, photography, writing, tourism and/or business administration. As this position requires travel throughout the UNESCO Biosphere Region a Class 5 driver's license and access to a vehicle are required.

Wage: \$17.50

Term: June – August 2019

Schedule and work hours: 30 hrs/week for 12 weeks. Six hours a day, Monday – Friday. The Communications Assistant must be available to attend educational events on weekends/evenings as required.

Location: Work will take primarily at the Clayoquot Biosphere Trust office at 316 Main Street, Tofino and a satellite office at the Ucluelet Community Centre 500 Matterson Drive, Ucluelet, with some regional travel.

To apply for the Communications Assistant position please submit a cover letter and resume outlining your interest, relevant experiences, and education to Nicole Gerbrandt by email nicole@westcoastnest.org or in person at the Clayoquot Biosphere Trust office, 316 Main Street, Tofino. Review of applications will begin on April 1st and continue until the position is filled.

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This position is dependent on the employer receiving funding from the Canada Summer Jobs wage subsidy program and eligible candidates must:

- be between 15 – 30 years of age at the start of 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; and
- 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.

About West Coast NEST and the Clayoquot Biosphere Trust:

West Coast NEST (Nature. Education. Sustainability. Transformation.) is a regional collaboration led by the Clayoquot Biosphere Trust (CBT) along with communities, organizations and businesses from Hesquiaht in the north to Ucluelet in the south, developed to expand local education opportunities, diversify the economy and establish further employment opportunities. The NEST works to diversify our region's economy by supporting the development of the education tourism economy, connecting visitors with experiential learning opportunities.

The CBT is a federally-registered charity responsible for upholding the spirit and intent of the Clayoquot Sound UNESCO Biosphere Region (CSBR) designation. Our vision is that the community of CSBR will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant, and united cultures, while embracing the Nuu-chah-nulth First Nations living philosophies of iisaak (living respectfully), qwa' aak qin tiič mis (life in the balance), and hišukniš čawaak (everything is one and interconnected). The CBT's mission is to assist the CSBR community to achieve its vision by providing funding and logistical support for research, education, and training initiatives that promote conservation and sustainable development.

CONTACT

Nicole Gerbrandt, Education Coordinator, West Coast NEST
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