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Employment Opportunity – Communications Assistant

West Coast N.E.S.T. (Nature. Education. Sustainability. Transformation.) is seeking a Communications Assistant to support the growth of education programs and increase awareness of the global Sustainable Development Goals (SDGs) throughout the Clayoquot Sound UNESCO Biosphere Region. 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;
- Collaborate with coworkers to promote education programs and the SDGs within our region utilizing the West Coast NEST website and social media channels (Instagram, Facebook and Twitter);
- 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 programs and the SDGs; and
- Support local education organizations by documenting their events and courses using a combination of photography and written content.

This position offers the opportunity to:

- Develop your creative writing skills as you write, edit and publish stories;
- Develop a variety of digital skills;
- Develop your photography, photo and video editing skills;
- Strengthen your marketing skills as you work to promote new education programs;
- Develop and strengthen your verbal and written communication skills working as part of a team online and in our professional open office spaces;
- Develop your teamwork skills with opportunities for collaborative project work;
- Increase your understanding of the United Nation's Sustainable Development Goals; and
- Develop your leadership skills.

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The successful candidate should have a positive attitude, strong interpersonal skills or a willingness to develop interpersonal skills, proficient computer skills, the ability to work productively both in a professional shared office setting and from your home (equipment will be provided), 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: 12 weeks between September – December 2020, specific start and end dates to be determined.

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

Location: Work will take primarily at the Clayoquot Biosphere Trust office at 316 Main Street, Tofino, at a satellite office at the Ucluelet Community Centre 500 Matterson Drive, Ucluelet, and from your home, depending on the current conditions, in order to ensure a safe and healthy working environment following the organization's Covid-safety plan, and possibly 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. Application review will begin on August 24th and continue until the position is filled.

This position is funded in part through the Canada Summer Jobs wage subsidy program. Preference will be given to qualified Indigenous and/or French-speaking applicants, and all eligible candidates must:



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- 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 and 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 c̓awaak (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 and SDG Coordinator, West Coast NEST
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