



## Employment Opportunity – Summer Communications Assistant

West Coast N.E.S.T. (Nature. Education. Sustainability. Transformation.), a program of the Clayoquot Biosphere Trust, is seeking a Communications Assistant to support the growth of education programs throughout the Clayoquot Biosphere Region. The Communications Assistant will:

- Support the creation and delivery of West Coast NEST programs by carrying out email, phone, and virtual correspondence with local education organizations and businesses, tourism staff, and visitors, generating documents, updating spreadsheets, and completing reports;
- Promote education programs by updating the West Coast NEST website, creating and publishing an online newsletter, and creating social media content (Instagram, Facebook, and Twitter);
- Connect with local hospitality businesses to increase awareness of local education programming and promote the use of [westcoastnest.org](http://westcoastnest.org) program calendars;
- Interview local knowledge holders, educators, organizations, and businesses, and write stories about learning experiences in our region that will be published online to promote local education tourism; 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 that will be used to promote education tourism in our region;
- Develop a variety of digital skills;
- Develop your photography and photo editing skills;
- 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; and
- Develop your leadership skills.

The successful candidate should have a positive attitude, strong interpersonal skills or a willingness to develop interpersonal skills, proficient English language and 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, sustainable development, education, and/or tourism.

Wage: \$17.50

Term: July & August 2021 (9 weeks, with the possibility of extension)

Schedule and work hours: 30 hrs/week, typically 9am – 3:30pm, Monday – Friday.  
Some work outside of regular office hours may be required.

Location: Work will take primarily at the Clayoquot Biosphere Trust office at 316 Main Street, Tofino or your home office, depending on the current conditions and in order to ensure a safe and healthy working environment following our Covid-19 safety plan, and possibly with some regional travel.

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To apply for the Communications Assistant position please submit a cover letter and resume outlining your interest and relevant experiences and education to Nicole Gerbrandt by email [nicole@westcoastnest.org](mailto:nicole@westcoastnest.org). Application review and selection process will begin on May 31<sup>st</sup>.

This position is funded in part through the Canada Summer Jobs wage subsidy program. Preference will be given to qualified applicants already residing in the Clayoquot Biosphere Region and who self-identify as Indigenous, youth for whom this would be their first job experience, LGBTQ2 youth, or women in STEAM. Additionally, 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.), a program of the Clayoquot Biosphere Trust (CBT), is an initiative to expand local education opportunities, diversify the economy, and establish further employment opportunities in the Clayoquot Biosphere Region. The NEST works to diversify our region's economy by supporting the development of the education tourism economy, through connecting visitors with experiential learning opportunities.

The Clayoquot Biosphere Trust (CBT) is a registered charity based on the west coast of British Columbia, Canada. Established in 2000, CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere reserve. We pair this spirit of community with the power of a global presence to bring more people together for a shared understanding. We are one of 1800 community foundations worldwide implementing United Nations' goals to reduce poverty, end hunger, ensure quality education, and protect the environment. CBT also oversees the Clayoquot Sound Biosphere Region, one of Canada's 18 UNESCO biosphere reserves, and sustainability is at the heart of everything we do. Our team works to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.