



Employment Opportunity – Event Coordinator

West Coast N.E.S.T. (Nature. Education. Sustainability. Transformation.), a program of the Clayoquot Biosphere Trust, is seeking an Event Coordinator to lead the development and delivery of new events for visiting and local learners in the Clayoquot Biosphere Region. The Event Coordinator will:

- Lead the development and hosting of new place-based experiential programs;
- Engage local instructors and knowledge holders to deliver workshops, secure event venues, and select catering options;
- Determine event capacity and oversee event registration and ticket sales;
- Carry out detailed and effective communications with event participants before, during and after events;
- Ensure new programs are delivered on schedule, within scope and within budget;
- Use organizational policies and guiding principles in event development and delivery;
- Prepare materials and generate ideas to support the development and implementation of marketing campaigns as required;
- Collect event-specific feedback and data; and
- Prepare summaries of events and marketing efforts as required for reporting.

The ideal candidate should have:

- Extensive knowledge and experience in planning, coordinating, and hosting events, while managing an event-specific budget;
- Strong interpersonal and communication skills;
- Literacy, numeracy, and computer skills required to carry out the project tasks;
- Demonstrated success of working both independently and as part of a team;
- Strong organizational skills, with the ability to manage multiple projects/tasks; and
- Solid problem-solving skills, as well as creative and critical thinking skills.

In addition, the ideal candidate should demonstrate they are detail-oriented and approach challenges with a positive attitude. Preference will be given to candidates living in the Clayoquot Biosphere region.

Wage: \$29.74 - \$33.86/hour

Term: Approximately 3 months, beginning December 2022/January 2023

Schedule and work hours: Full-time, 37.5 hrs/week, typically Monday to Friday, 9am – 5pm. Some work outside of regular office hours may be required.

The Event Coordinator will work under the guidance of the Director of Education, West Coast NEST, and with support from the West Coast NEST Communications Coordinator.

Work will take place primarily at the Clayoquot Biosphere Trust office at 316 Main Street, Tofino, or at your home office in the Clayoquot Biosphere Region, depending on the current conditions and in order to ensure a safe and healthy working environment. Some regional travel may be required.

Interested applicants are encouraged to reach out to Nicole at nicole@westcoastnest.org with your questions. To apply for the Events Coordinator position please submit a cover letter and resume outlining your interest, relevant experiences and education to Nicole Gerbrandt by email nicole@westcoastnest.org. Application review and selection process will be ongoing until a candidate is selected.

About West Coast NEST and the Clayoquot Biosphere Trust:

West Coast NEST (Nature. Education. Sustainability. Transformation.) is a regional education tourism initiative led by the Clayoquot Biosphere Trust, working to expand local education opportunities and skills training programs, amplify the regional vision of sustainable development, diversify the economy from primarily adventure tourism to education tourism, and establish further employment opportunities. Education tourism seeks to connect visitors with experiential learning opportunities. The NEST connects visiting learners with local experts and knowledge holders from over forty businesses and organizations, who lead informative in-person and online multimedia talks, guided tours, and workshops about a variety of topics such as nature, science, sustainability, history, language, culture, and art.

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 19 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.