

# Job Posting: Events Coordinator



## About the Discovery Passage Aquarium

The Discovery Passage Aquarium offers fun and unique hands-on educational experiences for people of all ages. Come to see, touch and feel our incredible local marine species and habitats and discover the diverse marine life of Discovery Passage and Islands. The Aquarium is open from spring until fall each year. Specimens from representative local species are collected from the marine environment in the spring and returned to the area of collection at the end of the season.

We aim to be an inclusive, learning organization with progressive hiring practices. We value our employees and volunteers and provide ongoing opportunities for professional development.

## Position Overview

The events coordinator is responsible for the creation, planning, execution, and promotion of Aquarium and Explorer Lab events. Events include beach cleanups, citizen-science based surveys, intertidal walks, etc.

We are seeking team players, with a passion for marine biology and a commitment to providing an exceptional guest experience.

## Qualifications

- Post-secondary education in a field of biological sciences, marine biology, education, tourism or related field is preferred
- Level 1 First Aid with CPR-C is an asset

## Desirable Knowledge, Skills, and Experience

- Experience and competence in computer skills including Word, Excel, PowerPoint, and email.
- Experience developing and/or execution of special events.
- Familiarity with social media promotional opportunities, including web blogs.
- Strong language skills in English are required. A second language is an asset.

## Terms and Conditions

- Hours (per week): 20
- Term: Part time from July to September 2020. Schedule will include weekends and some evenings
- Pay: \$16.00 per hour, plus vacation pay. The Discovery Passage Aquarium is in Campbell River, BC
- Must be eligible for employment under the Canada Summer Jobs Program; conditions outlined in online job description

## **Application Deadline: August 31st, 2020**

Complete job description is on the Discovery Passage Aquarium website – [www.discoverypassageaquarium.ca](http://www.discoverypassageaquarium.ca)

Interviews will be completed throughout the posting period.

Please send resume, cover letter and any supporting documents to [manager@discoverypassageaquarium.ca](mailto:manager@discoverypassageaquarium.ca)

Thank you for your interest in the Discovery Passage Aquarium! Only those selected for an interview will be contacted, however, we thank all applicants for their submissions. Interviews may be conducted throughout the posting period.