



Employment Opportunity

The **Churchill Northern Studies Centre** (CNSC) is an independent, non-profit research and education facility located 23 km from the town of Churchill, Manitoba along the shore of historic Hudson Bay. The CNSC facilitates scientific research and educational programming in the physical, biological and social sciences by providing accommodations and logistic support to scientists and educators. The Centre's newest building, opened in June 2011, employs a variety of award-winning green building features designed to reduce water and energy consumption. Learn more at www.churchillscience.ca

Program Assistant (Co-op Position)

This paid co-operative education position is 4 months in duration (tentative start date of September 1, 2020) based in Churchill, Manitoba. The successful candidate will be responsible for a range of communications, social media and programming duties to enhance the Churchill Northern Studies Centre social media, website presence and to increase engagement with our supporters. The Program Assistant will assist with general office administration and programming duties related to educational programs for school, youth, and public groups and visitors. The ideal candidate will have at least one or two years of post-secondary education in outdoor education, business, tourism, creative communications or a similar field. A willingness to live in a small, remote community through the fall is necessary. Flexible scheduling and on-call duties are also necessary. Experience in communications and social media platform use is required. Time management, organizational skills and computer software proficiency is a definite asset. A positive, hands-on attitude, excellent communication skills and the ability to work effectively independently, and in a team environment with both small and large groups are essential. Must be a Canadian citizen, between the ages of 18 – 30 and enrolled in an undergraduate degree co-operative education program to qualify for co-op funding. Preference will be given to those residing in Western Canada due to public health travel restrictions. Detailed job description and salary available by request.

Please submit a detailed resume by email **no later than August 21, 2020** to the address indicated below.

Program Coordinator
Churchill Northern Studies Centre
P.O. Box 610 Churchill, MB R0B 0E0
Email: programming@churchillscience.ca