



churchill**n**orthern**s**tudies**c**entre

EMPLOYMENT OPPORTUNITY Churchill Northern Studies Centre

Founded in 1976, the Churchill Northern Studies Centre (CNSC) is an independent, non-profit field station focused on research and education in the subarctic and is located 23 km east of the town of Churchill, Manitoba. We provide accommodations, meals, equipment rentals, and logistical support to scientific and social researchers working on a diverse range of topics of interest in the north. We also facilitate learning programs throughout the year for non-credit learning vacations, university credit courses, and youth programming. We host conferences focused on northern issues and offer day tours of our LEED Silver facility, local ecology, and the historic Rocket Range. Learn more at www.churchillscience.ca

Interim Field Station Coordinator

CNSC is looking to immediately fill an interim position for Field Station Coordinator, reporting to the Executive Director. The Field Station Coordinator is the primary point of contact between the Centre and its guests and is responsible for the day-to-day functioning of the organization and supervision of operational staff.

This position is a key member of CNSC management, and a dynamic role involved in both administrative and hands-on responsibilities. The ideal candidate will be highly organized and have experience in remote-area logistics and human resources. Commitment to safety, excellent interpersonal skills and flexibility of work hours are a must. During current COVID restrictions, CNSC operations are limited in capacity and scope, and as the province re-opens, this role will be pivotal to ensure guests feel safe and welcome. Non-peak schedule is typically 40 hours per week, Monday-Friday and peak schedule will involve longer days and weekends while interacting with tourism guests from around the world, students on educational programs, or researchers engaged in field studies. CNSC has a banked-time policy and works with all employees to ensure fair and flexible schedules.

This is term position to September 30, 2021 to fill a current vacancy. There is a strong possibility the successful candidate will fill a future fulltime position as CNSC undergoes exciting organizational changes over the next few months. This is a Churchill-based position and preference will be given to those residing in Churchill and elsewhere in Manitoba due to public health travel restrictions.

For a full job description, visit our website <https://churchillscience.ca/about/career/>

Please submit a cover letter and resume by email to hiring@churchillscience.ca
Deadline for application is **June 18, 2021**.

Key Responsibilities

- Managerial/Supervisory
 - Responsible for CNSC daily operations in consultation with the Executive Director
 - Direct management of Kitchen, Housekeeping and Maintenance staff; shared management of Administration staff
- Hospitality Management
 - Greets incoming guests and prepares, collects, and manages all required booking details and paperwork
 - Manages operation of the CNSC giftshop to include inventory, pricing, and customer relations
 - Sustains CNSC volunteer program to
- Logistics
 - Manages client booking details and staff schedules
 - Works as part of a team to allocate accommodation, vehicles, and equipment rentals
 - Ensures that all vehicles are properly registered and insured
 - Maintains firearm permits, records, security and inventory
- Administrative
 - Manages the office and maintains guest records
 - Answers the phone, responds to email and written requests for information, including incoming and outgoing mail

Key Position Requirements

The ideal candidate must be:

- A team player willing to periodically work long hours, on flexible schedules, for the betterment of the Centre and its vision to understand and sustain the north
- Willing to live in Churchill, a remote, northern location, and become an active and contributing community member
- A professional committed to the continual evaluation and improvement of all aspects of CNSC's operation
- A highly organized administrator with skills in record keeping
- An excellent communicator with the ability to interact effectively with clients of varied age, educational, and cultural backgrounds

Minimum Qualifications

- A university degree or college diploma in administration, management, logistics or equivalent work experience
 - experience with non-profit organizations and/or science-based facilities is an asset
- Proven office administration
- Highly proficient with computers and common software packages
- Must possess, or be willing to obtain:
 - Manitoba Driver's Licence with Class 4
 - Basic first-aid/CPR
 - Firearms Possession and Acquisition Licence (PAL)