

## Employment Opportunity

### Field Station Coordinator

Supervisor: Executive Director, or designate

Date revised: April 2024

Classification: Full time, Salaried

Applications can be submitted via email to [ed@churchillscience.ca](mailto:ed@churchillscience.ca). Please quote job title in cover letter or subject line.



churchillnorthernstudiescentre

The Churchill Northern Studies Centre (CNSC) is an independent, non-profit research & education facility, located 23 km outside of Churchill, MB. The CNSC facilitates scientific research and provides educational programming on the natural sciences and the environment. Successful candidates will benefit from the wide range of skills and experiences gained by working at an active research facility.

## Job Title: Field Station Coordinator

### Job Description

The **Field Station Coordinator (FSC)** is a main point of contact between the Centre and its clientele. This individual is responsible for the efficient administrative operation of the organization which includes, but is not limited to, the allocation of Centre resources (accommodations and vehicles), coordination and tracking of client bookings and requests, managing the office, front of house and giftshop and overseeing logistics. The FSC also supervises the daily activities related to hospitality with seasonal employees, contract staff, and volunteers.

### Job Responsibilities

1. Administrative
  - a) Manages the office and coordinates and tracks client bookings and requests.
  - b) Collects and retains all required CNSC forms, licences, and contact information for all clients.
  - c) Responds to phone calls, emails, and written requests for information.
  - d) Collects incoming mail and processes outgoing mail.
  - e) Monitors stocks of office supplies (paper, pens, etc.) and places orders when required.
  - f) Monitors and maintain accurate inventory of giftshop Items and places orders when required.
  - g) Monitors shipping and receiving operating procedures.
2. Supervisory
  - a) Responsible for the daily operation of the CNSC in consultation with the Executive Director.
  - b) Maintains FSC seasonal hourly staff time sheets and assists when needed on behalf of the employee to the Bookkeeper.
  - c) Arranges daily company staff ride shuttle.
  - d) Manages Volunteer Expedition Program to include strategy for solicitation, selection, and management of onsite duties.
  - e) Assists the Executive Director with the hiring and training of seasonal and departmental staff.
  - f) Collaborates as part of the management team to include community outreach and strategic development.
3. Logistics
  - a) Manages client bookings (detailed arrival and departure information, dietary requests, and occupancy requests).
  - b) Works with the Program Coordinator and Research Coordinator to allocate accommodation, vehicles, and equipment rentals.
  - c) Maintains arrivals/departure, seasonal staff schedules, and master logistics boards.
  - d) Forwards clients contact information to for entry into the CNSC membership database.
  - e) Communicates booking request confirmations and Invoicing details for deposits and final invoices to Bookkeeper.
  - f) Tracks and logs vehicle/equipment rental, fuel dispensed to clients, and administrative services (photocopying, faxes, etc.) daily and make available to the Bookkeeper for invoicing.
  - g) Ensures that all vehicles are properly registered and insured.

- h) Communicates with the Fleet and Facilities Supervisor vehicle requests and vehicle repairs and maintenance reported by guests.

#### 4. Hospitality Management

- a) Schedules and supervises the daily activities of both seasonal and contract hospitality staff (Housekeeping, gift shop, and volunteers).
- b) Ensures that the dormitory, common areas, cafeteria, and kitchen are up to workplace safety and health standards on a daily basis.
- c) Prepares client accommodation records and collects and manages waiver forms, permits, and PAL and driver's licence verification.
- d) Manages operation of the CNSC giftshop to include inventory, pricing, clothing orders and customer relations.
- e) Ensures all required supplies for housekeeping and kitchen operations are managed.

### Job Requirements

The Field Station Coordinator must be:

- a) an excellent communicator with the ability to interact professionally and effectively with clients of varied age, educational, and cultural backgrounds.
- b) a highly organized administrator with skills in record keeping and detailed orientated tasks.
- c) a team player willing to periodically work long hours, on flexible schedules, for the betterment of the Centre and its mandate.
- d) willing to live year-round in a remote, northern location and become an active and contributing member of the local community.
- e) a professional committed to the continual evaluation and improvement of all aspects of the CNSC's operation.

### Minimum Qualifications

1. 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).
2. Proven office administration.
3. Highly proficient with computers and common software packages.
4. Must possess (or be willing to obtain) the following certificates: Manitoba Driver's Licence with Class 4, Basic first aid/CPR, Food Handler Certification, WHMIS Certification and Firearms Possession and Acquisition Licence



churchillnorthernstudiescentre

[www.churchillscience.ca](http://www.churchillscience.ca)