



## **Waterfront** Development

### **Summer Opportunity Waterfront Ambassador – Lunenburg Waterfront**

#### **About Waterfront Development**

Waterfront Development is a Nova Scotia crown corporation with a mandate to redevelop and revitalize waterfront lands in Nova Scotia. Our role is to ensure these lands and buildings are planned, developed, managed and programmed, in partnership with the private sector, to drive economic prosperity for Nova Scotia. Our work maintains public access to water's edge and ensures the waterfronts are key destinations for residents and visitors, and platforms for business success. Please visit [www.my-waterfront.ca](http://www.my-waterfront.ca) for more details on Waterfront Development.

Waterfront Development invites applications for the term position of Waterfront Ambassador – Lunenburg Waterfront. The successful candidate will join a forward thinking, creative team with a true passion for their work.

**Closes: July 14, 2017 (1:00PM AST)**

#### **Job Description:**

Reporting to the Director of Operations or a designate, Waterfront Ambassadors are the face of Waterfront Development on the ground, providing information to visitors, working to enhance property presentation and services and for daily operation of our marine services, special events and other duties, as required. Ultimately, Ambassadors work to ensure visitors enjoy a world-class waterfront experience each time they visit.

This position is responsible for all aspects of marina management for wharves and floating docks managed by Waterfront Development on the Lunenburg Waterfront. It also entails general administrative support and oversight of special functions of the waterfront. As front line staff representing Waterfront Development, this position requires an individual with excellent customer service skills and an engaging personality. As a member of a small team, the position also requires a high degree of cooperation with other members of the staff and the ability to work independently. Day to day duties may vary everyday. The successful candidate must be comfortable handling garbage, operating a half ton truck, using power and hand tools for small maintenance jobs, painting, and using push mower and whipper-snipper.

**Education:** Current Enrollment and or completion of University or Community College preferred. Other education related to marina management and office skills are desired. Excellent computer skills are necessary.

**Term:** Starts immediately through October 31, 2017. Day, evening and weekend shift work required.

#### **Primary Responsibilities:**

activities, and generally providing an enthusiastic, friendly information resource on the waterfront. Other general responsibilities include but are not limited to:

- Handle daily public interface between visiting vessels and marine service office including bookings, free daily berthing program registration, vessel dockside reception, fee collections and provision of information to visitors of waterfront amenities. Comfortable and professional in fielding inquiries by phone, email, and VHF radio. Responsible to maintain an onsite office and marine inventory.
- Assist with coordination other events at the marina, i.e. tournaments, regatta's
- Oversee and participate in general maintenance, cleanliness of the property
- Maintain records of the Marina including files, reservations and berthing passes

**Required Skills:**

**Communication:** Excellent written and verbal communication skills are essential. Must be able to work in a team environment.

**Computers:** Must be proficient with Apple products and their software as well as Word, and Excel.

**Other:**

- Experience working in a marine environment an asset
- Good interpersonal and office equipment skills are necessary
- Position will include extensive walking, as well as working outdoors in variable weather conditions
- Experience in landscaping, light carpentry, painting and general maintenance preferred
- Experience handling cash, Visa and debit transactions an asset
- Valid Driver's License
- Valid Standard First Aid Certificate
- A passion for the waterfront is essential

**Return Resumes To:**

Attention: Heather Russell  
Waterfront Development  
The Cable Wharf, 1751 Lower Water Street, 2<sup>nd</sup> Floor  
Halifax, NS B3J 1S5  
Email: [careers@wdcl.ca](mailto:careers@wdcl.ca)  
Fax: 902-422-7582

Review of applications will commence on July 14, 2017 with employment to start as soon as possible. Only those candidates considered for an interview will be contacted.