



Waterfront Development

**Seasonal Opportunity
Waterfront Ambassadors – Halifax Waterfront – 3 Positions**

About Waterfront Development

Waterfront Development is a Nova Scotia Provincial Crown Corporation developing the potential of waterfronts in Bedford, Dartmouth, Halifax and Lunenburg. It's our job to foster the creation of waterfronts that drive economic opportunity, enhance tourism, provide experiences, and reflect and protect our marine heritage.

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

Reporting to the Marine and Property Managers, 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 all visitors enjoy a world-class waterfront experience each time they visit.

Please visit www.my-waterfront.ca for more details on Waterfront Development's mandate and programs.

Closes: April 4, 2017, 1:00 PM (AST)

Job Description:

This position is responsible for all aspects of marina management around wharves and floating docks managed by Waterfront Development on the Halifax/Bedford waterfronts with the office located on the Halifax waterfront. It also entails various aspects of property management and maintenance as well as 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.

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

Compensation: \$12.50/hour, 35 hours/week

Term: May 1, 2017 – August 31, 2017. Day, evening and weekend shift work required. Persons who can work through until the end of October are encouraged to apply.

Primary Responsibilities:

Waterfront Ambassador Customer Service/Public Relations Duties:

Ambassadors are often the first point of contact for visitors to the waterfront by land and sea. As such, the position is responsible to communicate effectively with visitors -- responding to questions, proactively promoting events and activities, and generally providing an enthusiastic, friendly information resource on the waterfront. Other general responsibilities include but are not limited to:

- Act as liaison between the Marine Manager and visiting vessels and Marina tenants
- Handle daily public interface between visiting vessels and the Marina Office including bookings, free daytime 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 and responsible to sufficiently maintain an onsite office and marine inventory.
- Assist with coordination other events at the marina, i.e. tournaments, regattas
- Carry out general maintenance and ensure cleanliness along the entire property with a focus on the marina. Promote and ensure compliance of visitors and tenants to our Blue Flag Marina standard.
- Open and maintain the office in a presentable fashion for guests and clients
- Maintain records of the Marina including files, reservations and berthing passes
- Draft general correspondence for the Marina; receive and respond to email for the Marina

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 Microsoft Word, Excel, Adobe Acrobat and Photoshop. Must be able to produce professional documents for communication and distribution.

Other:

- Experience working in a marine environment and asset
- Good interpersonal and office equipment skills are necessary
- Position will include extensive walking as well as physical labour both indoors and 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
- Small Craft Operators card is required
- Experience operating small watercrafts required
- A passion for the waterfront is essential

Return Resumes to:

Attention: Heather Russell
Waterfront Development
The Cable Wharf, 1751 Lower Water Street, 2nd Floor
Halifax, Nova Scotia B3J 1S5
Email: careers@wdcl.ca

Review of applications will commence on April 5, 2017 with the expected start date for the position being May 1, 2017. Only those candidates considered for an interview will be contacted.