



Waterfront Development

Seasonal Opportunity

Waterfront Ambassador – Lunenburg Waterfront

About Waterfront Development:

Waterfront Development is a Nova Scotia Provincial Crown Corporation that contributes to economic growth by developing key waterfront properties in Nova Scotia to maximize their economic impact. We plan, develop, program and manage this land in partnership with private businesses and public sector partners. The revenue generated through these partnerships is reinvested in waterfront infrastructure for the public and to create new platforms for business that support high potential sectors in our economy.

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.

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: May 18, 2018; 2:00 PM (AST)

Job Description:

Description: 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.

Compensation: \$12.50/hour (35 hours per week)

Term: June 1, 2018 – August 31, 2018 but may extend to the end of September. Day, evening and weekend shift work required.

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. There is also an opportunity to provide the Waterfront Development Marketing & Communications team with potential photos/content for social media, web site etc.

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 of other events at the marina, i.e. tournaments, regattas
- 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, 2nd Floor,
Halifax, NS B3J 1S5
Email: careers@wdcl.ca

Review of applications will commence on May 19, 2018 with expected start date for position June 1, 2018. Only those candidates considered for an interview will be contacted.