

<b>Anticipated start date:</b>	As soon as possible
<b>Terms of employment:</b>	Full-time permanent
<b>Annual Salary:</b>	\$35,000-36,000 commensurate with experience and qualifications
<b>Hours of work:</b>	Thursday to Monday, 8hrs/day (evenings as required)
<b>Application deadline:</b>	Sunday May 6 <sup>th</sup> , 2018
<b>Number of positions:</b>	1

The Exploration Place is a charitable organization with a mission to provide learning opportunities that foster an understanding of significant past and current issues shaping our community by linking experiences within the Regional District of Fraser Fort George to the world in a unique, participatory Museum of regional history, science and technology.

**What is exciting about this opportunity?**

The Development Officer is an opportunity to help contribute to our growing organization and support The Exploration Place day to day operations. This is a position where you can interact with great people at work and in the community. This position is ideal for an energetic doer who has a passion for supporting the meaningful programs and services we offer and wants to be a part of a team that makes a positive impact in our community.

**Who are we looking for?**

The Exploration Place is seeking an **enthusiastic, creative, outgoing, motivated and energetic professional to join our team.** Reporting to the Operations & Online Marketing Manager, the successful candidate will have exceptional interpersonal skills and a background in supervising staff, retail and/or food sales, event booking and customer service.

We are looking for someone who loves working with people. You can appreciate the value in multitasking! You are flexible, and can understand our team's importance in the Exploration Place's daily operations. You are comfortable working with colleagues in different departments meet our shared goals.

You are comfortable in leadership roles, and enjoy supporting others. You feel confident in leading staff and role modeling a positive, solution-focused approach in your daily tasks, and work as an engaged and collaborative team player.

**What are the hours and benefits?**

This is a fulltime permanent position, Thursday to Monday, 8hrs/day (evenings as required).

After a 3-month probationary period, benefits include:

- 2 weeks of vacation accrual
- Extended health and dental benefits

**What are the functions and responsibilities?**

- Supervision and training of staff for events, weekends, holidays and in the Fort George Railway Station
- Retail Operations
- Gift shop merchandising, inventory and assist with purchasing
- Customer Relations
- Facility bookings, logistics and supervision
- Membership and admission Growth
- Assist with seeking out and applying for sponsorships, grants and donations

**What skills and capabilities do you bring?**

- Experienced working in teams and an interest in building leadership skills
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office programs and computers
- Ability to ensure effective management of a Point of Sale System
- Must be physically able to safely lift up to 50lbs and stand for long periods of time
- Ability to work in a fast paced, customer-orientated facility in cooperation with other staff and departments
- Valid driver's license and reliable vehicle
- You have or are willing to obtain the following certificates:
  - o Level 1 First Aid with CPR
  - o Food Safety
  - o Serving it Right

**What's the typical background we are looking for?**

- Experience working in teams in a leadership role
- A minimum of a High School graduation, some post-secondary education preferred
- At least one year experience in a role with transferable skills
- Friendly, professional, responsible and adaptable
- Experience working with the public; excellent customer service skills
- Strong ability to manage time efficiently and to think logically and methodically
- Must be able to work a flexible weekly schedule, including weekends, holidays and evenings when necessary

**No phone calls please. Only applicants chosen for an interview will be contacted.**

**- All offers are subject to satisfactory completion of reference and police criminal record checks -**

**Please email, fax, or drop off a resume and cover letter to:**

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The Exploration Place  
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