

**Fraser River Discovery Centre**  
**Summer Opportunity – Position Dependent on Grant Funding**

The Fraser River Discovery Centre (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization that presents stories of the living, working Fraser River and their contributions to the life, history, and future of British Columbia. Through exhibits, education programs, and special events. The centre is currently seeking a **Communication & Admin Assistant** to join our small, dynamic team of staff, contractors, and volunteers.

**SUMMARY**

Reporting to the Executive Director through the Operations Manager, the **Communication & Admin Assistant** is responsible for promoting awareness of the Fraser River Discovery Centre's exhibitions, programs, services, and special events; assisting in the planning, development, presentation and evaluation of special events; providing exhibit interpretation to visitors; assisting with daily opening and closing procedures and exhibit maintenance; front desk reception including welcoming visitors, answering public inquiries, managing phone lines, collecting fees for programming, rentals, donations and admission; assisting in gift shop operations; and maintaining the safety and security of FRDC facility, contents, and visitors and reporting building maintenance needs.

**RESPONSIBILITIES**

- Provide general communications and public relations support for the FRDC, with specific emphasis on RiverFest 2017 and the development of a customer and membership marketing strategy
- Perform daily exhibit and building care and maintenance, including opening and closing procedures
- Perform front desk reception duties including greeting and answering visitor inquiries, managing phone lines, recording stats, supervising the gift shop and processing cash register sales
- Maintain gift shop operations including inventory, care and maintenance of items, researching creative and fun display ideas and ways to promote the Discovery Shop
- Maintain the safety and security of the FRDC exhibits and facility for all visitors, staff, and volunteers.
- Report all maintenance issues to the Operations Manager.
- Maintain FRDC's high standard of customer service at all times
- Perform other related duties as required

**REQUIRED QUALIFICATIONS**

- Applicant must have been a full time student during the last academic year and be returning to full time study in the fall 2017
- Completion of high school degree, post-secondary education preferred
- Interest in communication, marketing, business, administration, tourism, history and/or environmental science, and working in a cultural or non-profit setting
- Excellent research and writing skills
- Excellent interpersonal and communication skills, both verbal and written
- Must be comfortable, confident and innovative with social media
- Experience with graphics & photography is an asset but is not necessary
- Proficiency using Microsoft Office Suite and other computer skills
- Proven customer service skills and enjoys working with the public
- Working knowledge of cash handling and retail procedures is desirable
- Experience working with volunteers and in the non-profit sector is desirable
- Willingness and ability to work both independently and in a team environment
- Language of work: English. Second language an asset

**HOURS:** Part-time, 30 hours per week, 9:45 – 4:15 (must be available for stat holidays and weekends)

**RATE:** \$12.50/ hr plus 4% in lieu of vacation

**APPLICATION DEADLINE:** April 28, 2017      **Duration:** May 16 to September 5

To apply, please fax or email résumé and cover letter in confidence to:

Stephen Bruyneel, Executive Director  
Fraser River Discovery Centre, 788 Quayside Drive, New Westminster, BC V3M 6Z6  
Email: [sbruyneel@fraserriverdiscovery.org](mailto:sbruyneel@fraserriverdiscovery.org)

**We thank all applicants for their interest; However, only those selected for an interview will be contacted.**