

Job Position:

The not-for-profit Harrison Lewis Coastal Discovery Centre (HLC) is seeking a Manager with interests in natural history, small-scale farming, forestry, and rural economic planning, who will develop and maintain a robust programming and funding portfolio for the organization.

The HLC is an established field station and folk school located on a 19th Century farm overlooking the Atlantic Ocean on Nova Scotia's South Shore (see *HarrisonLewisCentre.org*)

Job Title: Field Station Program and Development Manager

Job Description: The candidate will, under the direction of the Board and the current HLC caretaker, develop activities, events, and public offerings, either independently or in collaboration with instructors or facilitators for the coming 2018 season; manage bookings and reservations; seek out funding opportunities and write proposals; develop advertising; manage the HLC website; and maintain an engaging and robust social media presence.

NOTE: Success in programming, reservations, and grant funding will have a direct impact on continued employment opportunities, salary, and the potential for transitioning to longer term employment.

Required Skills: The successful candidate will be a creative and energetic individual with a passion for natural history and sustainable living. They must have strong oral and written English communication skills, be proficient in the use of computers, and typical office software. A background in grant application and proposal writing is a must. Experience in maintaining a professional social media profile is preferred. Capacity for self-guided and independent work is required. Connection with the South Shore outdoors, farming/fishing, and artistic communities is advantageous.

Rate of Pay: To be negotiated.

Hours: Flexible, averaging 37.5 hours per week

Work Location: While a South Shore resident is preferred, significant portions of this work may be carried out remotely, at a home office.

Correspondence, including a covering letter expressing interest and a resumé, should be directed to Dirk van Loon, at dvledit@eastlink.ca. Our mailing address is 357 Sandy Bay Rd., East Port L'Hebert, RR 1 Port Joli, NS B0T 1S0.