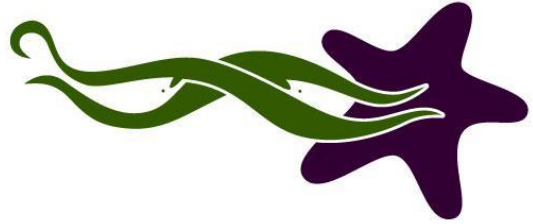


Ucluelet Aquarium

180 Main St., Ucluelet, BC
PO Box 1262, V0R 3A0

www.uclueletaquarium.org
patrick@uclueletaquarium.org



Job Title:	Retail/Marketing and Administrative Coordinator (RMA Coordinator)
Status:	Full-time (37.5 hours/week) with some seasonal variations
Schedule:	37.5 hours per week, 5 days per week from 9:15AM - 5:15PM with 0.5hr lunch break. Must be able to work holidays and weekends & occasional evenings for special events.
Wage:	TBD based upon experience
Location:	Ucluelet, B.C.
Start date:	As soon as possible

Job Summary:

The RMA Coordinator works with the Curator and Ucluelet Aquarium (UA) team of staff, volunteers, directors, and partners. This position is responsible for advertising, marketing, public communications, management of the UA's retail area, coordination of the UA's website, and booking special events including school group visits, participation of the UA at community events, school group bookings, etc. This is a wonderful opportunity to join a passionate team of marine educators and biologists. The Ucluelet Aquarium, Canada's 1st collect-and-release aquarium, is an internationally recognized community aquarium that aims to promote respect for marine environments, species, and systems. Come join our team on the beautiful westcoast of Vancouver Island.

Essential Duties and Responsibilities:

- Management of the UA's retail area, including budgets, orders, invoices, shipment tracking, duties and taxes, costs, end of month inventories, and sourcing new products.

- Management of the Ucluelet Aquarium's point-of-sale system, including card machines, software, and the training and monitoring of employees and volunteers
- Manage UAS website, and general email accounts. Ensure that all posted material is appropriate, factual and consistent with UAS message and mission.
- Conduct UA payroll, account reconciliation, bill payments, track invoices and coordinate financial updates with the UA's financial manager
- Monitor and Input daily sales, and visitor stats in daily sales reports and relay information to UA Curator.
- Provide leadership to and management of the UA's participation at special events including off-site community celebrations, educational outreach opportunities, speaker series and fundraisers within the aquarium, and UA rentals.
- Design and print of advertisements, brochures, labels, articles, programs, and other educational materials.
- Coordination with UA partners and community members on UA projects.
- Along with the UA team, care for and maintain UA exhibits and facilities.
- Along with the UA team, interact with UA visitors. Answer questions and provide information. Represent the UA at offsite events and programs. Maintain the UA's high standards of visitor experience.
- Implement and follow all UA safety regulations
- Monitor and update the UA webpage using the UA's content management system
- This is a developing role which may include other duties as assigned by UA Curator.

Minimum Qualifications:

Applicants should be able to demonstrate that they have the following education, experience, or skills:

- At least 2 years experience in a customer service setting
- Experience working with retail
- Experience public speaking and interacting with the public
- Excellent time management skills
- Excellent written and oral communication skills
- Experience with website management or design

- Strong organizational skills, able to juggle multiple tasks with close attention to detail
- Curiosity to tackle complex problems
- Flexibility and adaptability in changing and unpredictable work environments
- Ability to conduct analysis and recommend solutions
- Ability to collaborate with colleagues as well as to self motivate when working alone
- Experience in communicating complex ideas in an accessible, fun, and engaging manner
- Ability to work full time (37.5 hours per week), including weekend and holidays

Desired Skills and Qualifications:

(not mandatory for applicants)

- Biological and ecological knowledge of local flora and fauna
- Local cultural and historical knowledge
- Experience with payroll software, budgets and financial management
- Experience in a management or leadership role
- Proficiency in a second language
- Artistic skills with drawing, graphic design, chalk, ink, paint, or print mediums

Physical Demands and Work Environment:

Work at the Ucluelet Aquarium involves the use of ladders and stairs, reaching over, under, and around obstacles, moving through wet, uneven, and sometimes slippery terrain, lifting heavy objects, and working outdoors in a variety of weather conditions. While performing duties, employees are often required to be on their feet for extended periods of time, lift 50lbs, and perform repetitive motions. Employees interact with the visiting public for the majority of their tasks. Visitation rates can fluctuate from 50 visitors/day on the shoulder season, to 700 people a day during the busy summer season. Applicants should be comfortable with the idea of spending work days around large volumes of people and public speaking with large volumes of people.

To apply:

Please email your **cover letter**, **resume** and a **minimum of 2 references** to:
patrick@uclueletaquarium.org with Attn: RMA Coordinator Position 2021

Please indicate on your application whether you have secured housing in Ucluelet.

Application Deadline:

11:59pm (midnight) August 6th, 2021.

Only those selected for an interview will be contacted.