



LINKING A WORLD OF OPPORTUNITY

PORT INTERPRETIVE CENTRE CASUAL STAFF

The **Port of Prince Rupert** is located on the scenic North Coast of British Columbia. As Canada's second largest West Coast port, the Port is strategically situated on the Pacific Rim, with the deepest natural harbour in North America and direct connections to the North American continent by CN Rail's network reach. Its facilities include modern, high-throughput coal and grain terminals, two cruise terminals and an innovative, intermodal container terminal anchoring the fastest and most reliable trade corridor on the West Coast.

Prince Rupert is home to amazing wildlife and wilderness adventures, unique history and cultural experiences, and the spectacular scenery of the rugged Coast Mountain Range and the Great Bear Rainforest. Easily accessible by air, rail, cruise ship, ferry or car, Prince Rupert's attractions include First Nation cultural works of art, fine North Coast galleries and boutiques, parks and walking trails, restaurants and coffee shops. A balanced lifestyle might include enjoying a round of golf on the golf course or spending time out on the water kayaking, fishing, or taking in the scenery. Reasonable housing costs, organized sports, volunteer opportunities, modern recreation facilities, community groups and festivals all contribute to a comfortable and fulfilling lifestyle for those living in this community.

Watch video clip of Prince Rupert at: <http://www.youtube.com/watch?v=0UzYcNmOZMs>

POSITION SUMMARY

The casual staff member at the Port Interpretive Centre (PIC) will primarily be involved in the marketing and operations of the PIC. The casual staff member will be front-line staff at the PIC and will provide engaging education to visitors about the Port's history, operations and future.

WORKING CONDITIONS

- Casual position (9 – 20 hours per week)
- PIC regular working hours are Tuesdays to Saturdays with varying open times depending on the season
- May require some evening and weekend work

RELATED EXPERIENCE

- Post-secondary education in business or related discipline
- Experience working with the public would be an asset

OTHER REQUIREMENTS

- Good oral and written communications skills
- Sound knowledge of computer and proficient in MS Office, especially Word, Excel and PowerPoint
- Ability to exercise discretion and maintain confidential information
- Good attention to details
- Self-directed individual
- Able to work independently as well as in a team environment
- Demonstrates commitment to the Port's Vision and Mission
- Thrives in high-paced entrepreneurial environment
- Embraces and thrives on change
- Able to obtain security clearance under Transport Canada's Security Clearance Program
- Possess minimum valid Class 5 BC Driver's License

Individuals of aboriginal descent are strongly encouraged to apply.

Interested candidates are requested to submit their application in confidence by **January 15, 2014** to:

Human Resources
Prince Rupert Port Authority
200 – 215 Cow Bay Road
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Email: careers@rupertport.com