

Cape Jourmain Nature Centre Inc.

Bayfield, NB

Position Vacancy – Operations Manager

We seek to fill the position of **Operations Manager** for this major non-profit, environmental centre at the New Brunswick end of the Confederation Bridge. The manager will be responsible for the day to day operation of the Centre which includes supervision and scheduling for a staff of 20-25; overseeing finances; coordinating volunteers and partners and establishing effective relationships and team building. The ideal candidate would be bilingual (French & English); have management experience with a not-for-profit group; organizational and problem solving skills; some knowledge of retail and food services; and an interest in heritage and environmental education, ecotourism and green technology. This is a seasonal operation, for the most part April-October. Salary to be determined by qualifications.

To apply please send or email copies of the following documents to:

John Baxter

925 Route 970, Baie Verte, NB

Email - baxter@seaside.ns.ca

1) Letter highlighting interest and qualifications

(2) Resume

(3) Names and contact information for 3 or more references (not including Board members)

Applications close June 9, 2017

For further information contact:

John Baxter (506)381-4809 or baxter@seaside.ns.ca