**Oral and Visual Collections Assistant**

The Cliffs of Fundy UNESCO Global Geopark stretches 165 kilometers along the north shore of the Minas Basin in the Bay of Fundy from Lower Truro in the East to Apple River in the West. The Geopark strives to connect local and visiting people to this iconic shoreline through promotion, education, and sustainable development of the area’s geological, natural, and cultural heritage.

**We are currently seeking applications for the role of Oral and Visual Collections Assistant. Applicants must be between 15 and 30 years of age. This person will compile a digital archive of oral history, stories, and photographs throughout the Geopark area. Much of the history in the Geopark area is passed from generation to generation and never recorded, meaning much of the spoken record is lost over time. The Oral and Visual Collections Assistant will compile a final report and identify areas in need of work to develop the archive in the future.**

**Contract**

35 hours per week, $16.30 per hour (Hours may include evenings and weekends depending on the season).

**Timeline**

14 weeks in total, May 15 – September 1, 2023 (flexible start date)

**Qualifications**

* Must be youth aged 15-30.
* At least one year of post-secondary education in a communication related field or relevant work/volunteer experience.
* Demonstrated strong written and oral communication skills.
* Strong demonstration of collaboration and ability to work in teams.
* Possess a valid driver’s license with a clear driver’s abstract
* Local knowledge is considered an asset.
* Interest in visitor interaction and public speaking an asset.
* Basic photography skills considered an asset.

The Cliffs of Fundy Geopark is an equal opportunity employer and is committed to treating people fairly, with dignity and respect. Applicants are encouraged to contact (902) 641-2225 should assistance or accommodations be required throughout the application and hiring process.

Please address applications to [manager@fundygeopark.ca](mailto:manager@fundygeopark.ca) with subject “RE: Oral and Visual Collections Assistant”. We wish everyone the best of luck and thank you in advance for your applications.