



Association of  
Whistler Area Residents  
for the Environment

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# Administrative Coordinator

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## About AWARE:

The Association of Whistler Area Residents for the Environment (AWARE) has been Whistler's environmental charity for over 30 years. We work to progress community-scale solutions to some of the biggest challenges of our time. Climate Change. Habitat Loss. Wildlife. Waste. Water. Biodiversity. Wilderness. We work independently and with others to connect people with nature and build more sustainable communities.

Our mission is to protect Whistler's natural environment by speaking up and taking action on environmental issues while empowering others to do the same.

Every member of our team has the opportunity to create change from within the portfolio they steer. From inspiring future generations to care for our environment, to helping people grow local organic food in our community gardens, and supporting businesses to reduce waste, AWARE is an organization where your work makes a difference, every day. We find ways to connect with the things people care about and focus on finding shared values as a route to changing behaviours and shifting unsustainable cultural norms.

## The Position:

Reporting to the Executive Director, the **Admin Coordinator** is at the centre of the action, working with our small team on projects and programming to continue to build the effectiveness of our communications and operations. You are the glue, supporting our efforts to engage residents and visitors in the Whistler community with AWARE's educational content, tools and interactive programming, relating to local climate and conservation initiatives.

**The role and responsibilities include, but are not limited to:**

## **Core Administration**

- Support the AWARE team in the delivery of projects, ongoing programs and education events in a way that continues to support interactivity and active participation.
- Support scheduling, preparation and meetings of the Board of Directors, committees and programming related working groups.
- Support ED and project leads in preparation of funding applications and reports to granting bodies and funders, submitted in a timely manner.
- Execute weekly, monthly, quarterly and annual recurring administration tasks, data entry and record keeping.
- Support team with preparation of presentations; research, sourcing content, data gathering and point presentation design
- Provide operational support to the ED as required.

## **Operational Excellence**

- Maintain, update and innovate effective, efficient office operational systems and ways to continually streamline and improve the performance of administrative duties.
- Maintain and update AWARE policies, procedures and templates to continually implement effective team systems and office operations.

## **Programming Support**

- Support the preparation of an annual programming/events calendar every fall. Support the ED with annual planning and reporting cadence.
- Support team with preparation of contracts with suppliers and partners on programs and events in alignment with AWARE policy.
- Gathering of monthly updates on projects,
- Funder report support.
- Project related work plan and tracking, admin, reporting / updates
- Support programming leads with registrations and general inquiries

## **Team Culture**

- Assist AWARE programming leads with recruitment of seasonal staff, creating and posting job descriptions, scheduling interviews, and finalising offers and agreements.
- Support project and program leads with scheduling and coordination of volunteers and seasonal staff.
- Coordinate the onboarding process for new staff and the exit process for departing staff.
- Oversees basic maintenance, cleanliness, office scheduling and operational needs of AWARE office to create an inviting, inspirational, and professional space for teamwork.
- Support implementation of annual team development and feedback processes.

- Implement effective internal staff communications processes.

### **Team Payroll & HR**

- Ensure approvals of employee time tracking and expenses via online systems every two weeks.
- Paperwork and record keeping for employees onboarding and departure including payroll system updates, issuing ROEs, T4s, etc.
- Manage organizational benefits & accrual programs.
- Provide ongoing HR support for the team.

### **Bookkeeping**

- Record keeping and data entry using Quickbooks accounting system, including invoicing, AP, AR, month-end reconciliation, issuing receipts, etc.
- Compiling monthly fiscal reports.

Other duties as required.

This position is full time, 30 hrs/week with potential to expand based on skill sets, interests and funding. Salary compensation based on experience. This role is office-based in Whistler but also offers the opportunity to work from home. A flexible work schedule is also offered for administrative tasks outside of payroll processing.

The role offers an exciting opportunity to get involved in all facets of AWARE's work to preserve and enhance Whistler's natural environment. You will engage with a broad range of local environmental initiatives. This is an exciting career growth opportunity for those interested in learning about the delivery of environmental programs that speak to a charitable mandate and connecting with varied stakeholder groups such as partners, resort visitors, community organizations and residents.

### **Skills & experience required:**

- Post-secondary education and 1-2 years administration experience or, an equivalent combination of training and experience.
- Strong organizational and time management skills to prioritise and execute in a deadline-driven team environment.
- Exceptional degree of thoroughness, accuracy and attention to detail.
- Strong interpersonal and relationship building skills.
- A keen interest in the Whistler community and environmental issues.
- Excellent verbal and written communication skills.
- Flexible and responsive working style.

- Superior technical knowledge of Microsoft Office.
- Bookkeeping experience (A/P, A/R, posting expenses) and experience with QuickBooks/Simply Accounting and payroll programs is an asset.
- Asana, Wordpress, Canva, Squarespace and graphic design programs are an asset.
- Able to work well independently supporting a collaborative adaptable cross-functional team.
- Understanding and experience in the sciences, nature interpretation or environmental issues an asset, but not required.

## **Our values guide the way we work**

Collaboration | Communication | Education | Research | Participation

As a foundation to our work, we pledge to value all people, to seek new perspectives and maintain focus on building belonging, dignity and justice into everything we do.

## **What We Offer:**

- Full benefits package
- Flexible work schedule
- Hybrid work environment. You must be eligible to work in Canada and located in the sea to sky corridor.
- We're part of the Whistler Experience Program. This means you get:
  - Access to training and professional development
  - Whistler Blackcomb Spirit Pass
  - Spirit Transit Pass
  - Activity benefits
- Opportunity to work with a tight knit, friendly team driven to make change
- A career with real purpose!

## **How to Apply**

Please submit your resume and cover letter citing compensation goals and expectations by Sunday, November 28, 2021 to [cruddy@awarewhistler.org](mailto:cruddy@awarewhistler.org).

We thank all applicants for their electronic submissions; however, only those selected for an interview will be contacted. An RCMP criminal record clearance is mandatory for this position.