



Association of
Whistler Area Residents
for the Environment

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P.O. Box 1370, Whistler, BC V0N 1B0

info@awarewhistler.org

www.awarewhistler.org

Communications & Administration Coordinator Posting No. 18-01 | April 27, 2018

The Association of Whistler Area Residents for the Environment (AWARE) is seeking a personable, organized, administrative superstar to assist with communications and office management for a busy and growing charitable organization.

About AWARE

The Association of Whistler Area Residents for the Environment (AWARE) is Whistler's environmental charity, originally formed in 1989. AWARE's work focuses on the key themes of: Safeguarding Habitat, Biodiversity and Wilderness Values; Connecting People and Nature; and Building Sustainable Community.

Position Responsibilities

The Communications and Administration Coordinator will work with the Executive Director (ED), to manage a busy office and be part of a team that delivers projects, programs and events focused on local, regional and global environmental issues. Position responsibilities will fall into three main areas:

Administration

- Work with the ED to continually implement effective office systems.
- Assist with record keeping and data entry using Quickbooks accounting system, including invoicing, payroll tasks, raising payments, issuing receipts, etc.
- Complete a diverse checklist of weekly, bi-weekly, monthly and quarterly administrative duties, from data entry to compilation of reports.
- Support meetings of the Board of Directors and Committees.

Communications

- Work with the team to communicate engaging content on a variety of channels including; website, newsletter, annual report, media releases, social channels and print materials, as needed.
- Work with the team to share information about upcoming events, projects and on-going programming.

Community Programming

- Support the success of AWARE's volunteer and membership programs.
- Assist in the planning of AWARE events.
- Assist in outreach activities at community programs and events.
- Support the team with project related community engagement tasks (setting up surveys, stakeholder sessions, promotion, etc).



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Qualifications

- Post-secondary education preferably in business, administration or communications, or relevant work experience.
- Minimum 1-2 years admin + basic bookkeeping experience (A/P, A/R, posting expenses).
- Experience with QuickBooks/Simply Accounting program beneficial.
- Excellent written and verbal communication skills for the development of creative, engaging and inspiring communications content.
- Comfortable in MS Office, Excel and learning new programs.
- Experience with marketing, website and social media.
- Must have thoroughness, accuracy and attention to detail in all aspects of work.
- Applicants should possess the ability to work as part of a team and independently to manage multiple concurrent task deadlines.
- Community awareness and interest in environment and sustainability.

Participation at meetings or events may occasionally involve evening or weekend work. Reporting to the Executive Director, this role offers flexible work hours and the opportunity to work from home and in an office environment.

This is a part-time, year round position offered for 12-16 hours per week with an initial commitment of one year. Dependent on candidate skills and performance, we anticipate potential for expanded hours and an extended timeline. Wage to be discussed with candidates selected for interviews and based on education and experience.

An RCMP criminal record clearance is mandatory for this position.

Please send cover letter and resume via email to: cruddy@awarewhistler.org, referencing posting ID 2018-01, by May 15th.