



Association of  
Whistler Area Residents  
for the Environment

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**Environmental Programming Assistant**  
**Posting No. 24-03 | March 2024**  
Full-Time Position Available

**About AWARE:**

The Association of Whistler Area Residents for the Environment (AWARE) is Whistler's environmental charity, established in 1989. We work to progress community-scale solutions to some of the biggest challenges of our time. Climate Change. Habitat Fragmentation. Biodiversity Loss. Wildlife. Water. Waste. We work independently and with others to connect people with nature and build more sustainable communities.

Every member of our small but dedicated team has the opportunity to create change from within the programs they work on – whether inspiring future generations to care about the environment, helping people grow local organic food, or supporting businesses to reduce waste. We find ways to connect with the things people care about and focus on shared values as a route to changing behaviours and shifting unsustainable cultural norms. AWARE is looking for personable, responsible and enthusiastic individuals who care about the environment to join our team as an Environmental Programming Assistant.

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**The Position:**

The Environmental Programming Assistant will support work to deliver a range of environmental / climate related programming intended to accelerate action on local climate change priorities. This is a great opportunity for those interested in learning about environmental issues through the delivery of programming which speaks to a charitable mandate. The successful candidate will become part of a team collaborating with partners, stakeholder organisations and community members to advance climate action in relation to local community policies such as the Whistler Community Energy and Climate Action Plan (CECAP) and Zero Waste Action Plan.

The core focus of this role is to help drive climate action and increase climate resiliency by supporting delivery of programming and education outreach activities in Whistler. The successful candidate will work closely with the Program Manager to support AWARE's goals; connect people with nature; build sustainable communities and safeguard habitat, biodiversity and wilderness. AWARE has an active and engaged Board of Directors who possess an array of skill sets and expertise that the candidate can draw on to help further their experience.

This position is offered as full time (30 hrs/week with a combination of weekday and weekend shifts) at a rate of \$23/hr and has the potential to transition to a permanent role based on performance. The position is based in Whistler with occasional work taking place in other communities in the Sea to Sky region.



## Core Responsibilities

The Environmental Programming Assistant role includes, though may not be limited to:

- Assist the AWARE team in delivery of 2024 projects, ongoing programs and education outreach activities.
- Provide support for the delivery of AWARE's ongoing environmental programs; community gardens, zero waste initiatives, and educational events.
- Become knowledgeable about regional and local waste infrastructure and initiatives.
- Work with project delivery staff and stakeholders to input into a diverse mix of programming at various phases of delivery, including involvement in project planning, reporting and improvement meetings.
- Support AWARE's portfolio of clients in the events sector (arts, entertainment, recreation) to minimise waste and environmental footprint.
- Provide waste education and support at Whistler Parks and community events on weekends.
- Advise the public on waste management and build awareness of waste reduction and diversion techniques.
- Collaborate, as needed, with program leads to help create awareness and communication tools to encourage public participation in new and existing programs.
- Compile data, trends and best practice solutions into communications materials that can be delivered in a variety of formats, from formal reports and presentations to social media outreach.
- Meet with mentor(s) and report in on progress

The successful candidate will engage with the full range of 20+ local environmental initiatives AWARE works on in the Whistler community. As such, it is a great way to get a wide range of experience in a short timeframe. The successful candidate will immediately work with the Program Manager to develop a work plan for the term of the position to ensure learning and professional development outcomes are clearly defined and measured.

## About You:

Qualified candidates have an interest in waste management and a keen commitment to the Whistler community and environmental issues. We will provide training to successful candidates to ensure waste and program knowledge.

The successful candidate:

- Has an energetic and positive personality with excellent verbal and interpersonal skills
- Ability to work in a team as well as self-directed
- Be able to work on weekends and, as required, adaptable to working an event-based schedule which can include late nights and extended hours
- Physical strength and comfortable being on your feet / walking for 8+ hours (you may be required to lift heavy items, like equipment, boxes of recycling bags, or bags of material)
- Comfortable getting a little dirty and being outdoors in all weather
- Comfortable with crowds, working with the public, loud music, bright lights, and fun!
- Valid BC driver's licence
- Access to a vehicle an asset
- Knowledge of waste management systems in Whistler an asset



- Post-secondary education in an environmental field an asset
- Customer Service / Front Line Staff experience an asset
- Supervisory / Team Lead experience an asset
- An RCMP criminal record clearance is mandatory for this position.

**Please Note:** This position is funding dependent. In order to be eligible for funding applicants need to be legally entitled to work in Canada (Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act).

Interested candidates are invited to fill out an [application form](https://docs.google.com/forms/d/e/1FAIpQLSfuqQjm52q9aU7sfEv9gf7sd63RIRn0gtYDYOU6owE2kpXHQg/viewform) (<https://docs.google.com/forms/d/e/1FAIpQLSfuqQjm52q9aU7sfEv9gf7sd63RIRn0gtYDYOU6owE2kpXHQg/viewform>).

Interviews will be conducted on an ongoing basis with a final application deadline of May 10, 2024.

We thank all applicants for their interest; however, only those candidates selected for further consideration will be contacted.

### **Staff Housing:**

AWARE may be able to facilitate staff housing if required. Please indicate this on the application form.