



**aware**  
**WHISTLER**

Association of Whistler  
Area Residents for  
the Environment

**Job Title:** Program Manager – AWARE Whistler

**Location:** Whistler, BC

**Job Type:** 30 hours per week, Permanent

**Wage:** \$34 per hour

**Application Deadline:** 5pm on April 5, 2025

### **About AWARE Whistler:**

The Association of Whistler Area Residents for the Environment (AWARE) is seeking a highly motivated and experienced **Program Manager** to join our dynamic team in Whistler. This 30 hours per week permanent position will allow you to play a key role in driving AWARE's environmental programs and initiatives. The role is based in Whistler, with occasional travel to community events and partner meetings.

Founded in 1989, AWARE is Whistler's environmental charity, addressing critical issues like climate change, biodiversity conservation, and sustainable development. As the Program Manager, you will be at the forefront of AWARE's efforts to protect and enhance the natural environment by overseeing the planning, execution, and evaluation of key programs related to zero waste, circular economy and active transportation. Your work will be vital in advancing AWARE's mission, ensuring that our programs meet the needs of the community, engage key stakeholders, and deliver measurable impact.

The ideal candidate will have at least 3-5 years of program management experience, ideally in the non-profit or environmental sector. A passion for sustainability and community engagement is essential, along with a proven ability to manage projects, lead teams, and build strong partnerships. Strong organizational, communication, and problem-solving skills are critical to success in this role.

### **Position Overview:**

The **Program Manager** will be responsible for planning, coordinating, and overseeing the execution of AWARE's programs and projects. This individual will play a key role in ensuring that programs are efficiently implemented, aligned with the organization's strategic goals, and are delivered on time and within budget. Additionally, the Program Manager will lead a team of staff and volunteers, manage stakeholder relationships, and ensure high levels of program accountability and performance.

### **Key Responsibilities:**

#### **Program Management & Coordination:**

- **Project Initiation:** Strategize, implement, and maintain environmental program initiatives that align with AWARE's overall mission and objectives.

- **Project Planning:** Develop comprehensive project plans including detailed timelines, scope definitions, deliverables, resource requirements, work plans, and budget estimates.
- **Project Delivery & Monitoring:** Oversee the delivery of programs, ensuring they meet established milestones and deadlines. Implement program assessment protocols to monitor, evaluate, and report on program performance.
- **Stakeholder Coordination:** Collaborate closely with project sponsors, funders, community stakeholders, and other key partners to ensure that project goals are met, deliverables are on track, and budgets are adhered to.
- **Reporting:** Develop and compile materials for program reports, ensuring transparency and effective communication with both internal and external stakeholders. Maintain clear records and updates on project progress and outcomes.

### **Recruitment, Management & Support of Program Staff:**

- **Staffing Needs:** Develop job descriptions for roles related to specific programs and coordinate with the Executive Director to review and approve staffing plans.
- **Staff Management:** Oversee the recruitment, management, and support of program staff, ensuring effective collaboration and consistent performance across the team.
- **Scheduling:** Manage the scheduling of program teams, ensuring optimal allocation of internal and external resources to meet program goals.

### **Operations Support:**

- **Event & Program Calendar:** Assist in the preparation and management of the annual programming and events calendar, ensuring all planned activities are well-coordinated and aligned with organizational priorities.
- **Grant Writing & Funding Support:** Support the Executive Director in the development of grant applications and funding proposals specific to program needs. Assist in securing funding for program activities.
- **Planning & Reporting:** Work closely with the Executive Director and Board of Directors in the annual planning process, providing input for strategic decision-making. Ensure regular reporting on program status and outcomes.
- **Operations:** Other duties and tasks as required.

### **Qualifications:**

- **Education:** A Bachelor's degree in Environmental Studies, Sustainability, Program Management, or a related field is required. A Master's degree is a plus.
- **Experience:** At least 3-5 years of program management experience, ideally within the non-profit or environmental sector. Must have a valid Driver's License, and be based within the Sea-to-sky corridor to conduct field work as required.
- **Skills:**
  - Proven project management skills, with the ability to develop and execute complex program plans.
  - Strong budget management experience, with a track record of delivering projects on time and within financial constraints.
  - Excellent communication skills, including the ability to develop and deliver clear, concise

reports for both internal and external stakeholders.

- Experience managing a diverse team, including staff, volunteers, and contractors.
- Knowledge of environmental issues affecting Whistler and the broader region, with a passion for sustainability and conservation.
- Proficiency with Google Suite, Microsoft Office Suite and Keela is an asset.

- **Attributes:**

- Strong leadership and team-building skills.
- High level of organization, with the ability to manage multiple projects simultaneously.
- Ability to work independently and collaboratively with a range of stakeholders.
- Strong problem-solving skills and the ability to navigate challenges in program delivery.
- Proactive, adaptable, and solution-oriented approach to work.
- Be available to work and deliver programs on the weekend.

### **What We Offer:**

- Competitive wage: \$34/hour
- Four-day work week, based on 30 hours/week. Weekend work applies.
- Vacation allowance: 3 weeks of paid vacation per year, with the possibility of additional time based on tenure.
- Additional benefits: Health spending account program, opportunities for professional development, and a collaborative, supportive work environment.
- An opportunity to contribute to environmental conservation and community sustainability in one of the most beautiful locations in Canada.
- A chance to collaborate with passionate individuals committed to creating a positive environmental impact.

### **How to Apply:**

If you are driven by environmental sustainability and have the expertise to manage impactful programs, we invite you to apply! **Please submit your resume and cover letter in one file** explaining why you would be an excellent fit for the Program Manager position at AWARE Whistler.

Application deadline is: on or before **April 5, 2025, at 5 pm PST.**

### **Commitment to Diversity and Accessibility**

We recognize that experience comes in many forms and skills are transferable. If you feel that your unique experiences can enhance our vision, we encourage you to apply – even if you don't meet 100% of the requirements. The above list is viewed as "nice to have," we encourage applicants to describe any pertinent experience, including professional and personal experiences.

AWARE is committed to operating in a way that upholds justice, equity, diversity, and inclusion (JEDI) to create an inclusive place for people from diverse backgrounds. We encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis or Inuk (Inuit), Black, racialized, a person with a disability, women and/or 2SLGBTQ+.