

**Environmental Program Coordinator**  
**Posting Date: April 2025**  
**30 hours/week**

### **About AWARE**

The Association of Whistler Area Residents for the Environment (AWARE), established in 1989, is Whistler's environmental charity. Our mission is to protect the natural environment through advocacy for conservation, climate action, and circular economy practices, while empowering others to join these efforts. We work independently and collaboratively to connect people with nature and build sustainable, climate-resilient communities. Every team member plays a crucial role in driving change within their programs.

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### **Job Description**

AWARE is seeking a passionate and motivated **Environmental Program Coordinator** to support initiatives focused on conservation, climate action, and circular economy practices aimed at advancing local climate change priorities, as well as mitigation and adaptation efforts, while contributing to AWARE's mission of building a sustainable, climate-resilient community. In addition to supporting community environmental programs, the coordinator will assist in delivering AWARE's Zero Waste Campaign, which plays a direct role in helping to implement the Resort Municipality of Whistler's Zero Waste Action Plan. This is an excellent opportunity for individuals interested in gaining experience in environmental issues while delivering programming that aligns with AWARE's charitable mandate.

This position is 30 hours per week, funding dependent, based in Whistler with occasional work in other communities within the Sea to Sky region.

### **Core Responsibilities:**

#### **Support for Conservation and Climate Action Projects:**

- Coordinate and support environmental conservation efforts, including wildlife protection, habitat protection and restoration, and climate action initiatives.
- Support the creation of educational materials and outreach opportunities to advance community understanding of Whistler's Priority Habitat Framework.
- Assist in the development and execution of climate action projects aimed at reducing environmental footprints and promoting sustainability.
- Help monitor, track, and report on the outcomes of conservation and climate-related projects.

#### **Waste Education and Environmental Programming Support:**

- Assist with AWARE's Zero Waste Campaign and other environmental initiatives related to conservation, climate action, and circular economy practices.
- Help design and implement circular economy programs that reduce environmental impact and encourage sustainable practices.
- Set up and deliver Zero Waste Stations at events in the Sea to Sky region, supporting waste diversion, sorting, and reducing the environmental footprint of local tourism.
- Educate the public on waste management, reduction techniques, and diversion methods to help achieve community zero waste targets.
- Provide hands-on assistance with the setup and takedown of Zero Waste Stations, including lifting equipment and working outdoors.
- Contribute feedback for continuous improvement and participate in post-event evaluations.

### **Project Coordination:**

- Support the planning, coordination, and logistics of environmental programs and events.
- Ensure timely progress of projects, meet deadlines, and communicate effectively with stakeholders.
- Provide administrative support, including data collection, report writing, and document management.
- Compile data, trends, and best practices into various communications formats, from formal reports to social media content.
- Work with program leads to create awareness and communication tools to encourage public participation in new and existing programs.

### **Collaboration & Stakeholder Engagement:**

- Work closely with program leads, local organizations, and community partners to implement environmental programs and promote sustainability.
- Engage with the public through outreach and educational initiatives, raising awareness about environmental issues and sustainability practices.
- Regularly meet with mentors and supervisors to develop a professional development plan focussed on career objectives, skills development and access to learning materials. Regularly meet with mentors and supervisors to report on progress.
- Contribute to team meetings and special projects, providing input and feedback to help improve the organization's impact.
- Track and report on the impact of the organisation's conservation projects focussing on climate change mitigation and adaptation.

### **Why Join Us?**

- **Sustainability Impact:** Play a key role in making a measurable difference in the community by promoting waste diversion and sustainability practices.
- **Community Engagement:** Work at exciting events and public spaces to connect with the community and engage with people passionate about sustainability.

- **Team Culture:** Join a small, dedicated team of like-minded individuals who are committed to making a difference and having fun while doing it.

### **Qualifications:**

- Education: Post-secondary education in Environmental Studies, Sustainability, or a related field is preferred. Candidates who are currently pursuing or have completed a degree in these areas are encouraged to apply.

### **Additional & How to Apply**

- This position is funding dependent.
- This position is 30 hours per week.
- Compensation: \$23/hr
- All candidates must be eligible to work in Canada and located in the Sea to Sky region.
- A valid BC driver's license (or equivalent) is an asset.
- All candidates must be available for a full day paid Mandatory Training session on May 15, 2025.
- Thanks to a partnership with Whistler Blackcomb, AWARE has staff housing available for those who need it. If interested, please indicate on the application form.
- If you are interested in applying for this exciting opportunity, please [apply online](https://form-can.keela.co/2025-application-form-environmental-program-coordinator) (https://form-can.keela.co/2025-application-form-environmental-program-coordinator), and ensure that your application is received on or before **April 25, 2025, at 5 pm PST**.

The successful candidate will have the opportunity to engage with over 20 local environmental initiatives that AWARE is involved in across the Whistler community, providing a unique opportunity to gain a wide range of experience in a short period. Working closely with the Executive Director and Program Manager, the Environmental Program Coordinator will develop a detailed work plan at the start of the position, ensuring that both learning and professional development goals are clearly defined and measurable throughout the term. This role offers hands-on experience in conservation, climate change mitigation and adaptation, environmental sustainability, and community outreach.

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

AWARE is an Equal Opportunity Employer. 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). Our goal is 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+.