



LISTEL CANADA—CHEAKAMUS CENTRE

Program Administrative Assistant

ABOUT US

Established in 1969, Cheakamus Centre is an overnight environmental education facility located on a 165 hectare ecological reserve near Squamish, BC. The Centre is owned by the North Vancouver School District and offers a wide variety of experiential environmental programs to children and adults from the Sea to Sky corridor, Metro Vancouver, and beyond.

JOB DESCRIPTION

The Program Administrative Assistant is responsible for providing key administrative support for all programming at Cheakamus Centre. The primary responsibilities include coordinating program documentation with attending schools and groups, liaising with new and returning groups regarding expectations and responsibilities, scheduling and communicating with high-school volunteer leaders, and providing general administrative support for all educational programs.

This dynamic full-time position requires strong organizational skills to coordinate concurrent deadlines, working with databases and spreadsheets, as well as a high level of customer service as the initial contact for schools, volunteers, and parents.

REPORTING RELATIONSHIP

The Program Administrative Coordinator is employed by Listel Canada and reports to the Program Manager.

PRIMARY DUTIES AND RESPONSIBILITIES

Meet or exceed the knowledge, skills and aptitudes for the Job Standard for Program Administrative Coordinator that includes, but is not limited to administrative support for all educational programs as well as limited program facilitation support as required.

Education Program Support and Administration (approx. 70-75%)

- Coordinating program forms and compiling medical and dietary information for Outdoor School, Field School, Leadership and Cultural programs
- Compiling and sending out welcome packages for visiting Field School groups, and compiling and distributing program packages for Field School staff
- Meeting and orienting visiting school groups on their arrival to the site and on occasion, providing orientation tours to new groups
- Communicating with parents, volunteers and staff members via ongoing emails and phone calls, including general inquiries about education programs and the Cheakamus Centre site
- Supporting the development and updating of procedural guidelines and manuals
- Filing weekly paperwork and electronic records in an organized and timely manner, and assisting with administrative and other duties as needed to support the Centre

CHEAKAMUS CENTRE

nature is in session

Counsellor Program Support (approx. 20-25%)

- Communicating with volunteer counsellors to schedule counselling weeks, training weekends and special events, and updating volunteer database on an ongoing basis
- Supporting the delivery of volunteer counsellor training with the Resident Program Coordinator
- Assisting the Program Manager and Coordinator with the development of training materials for the leadership program
- Compiling program and counsellor evaluations for Outdoor School programs
- Contacting schools and other administrators regarding attendance, forms, and volunteer hours

General Support (approx. 5-10%)

- Assisting with general program delivery when required including providing support as needed to Program Support Specialists during program meal times
- Developing face to face connections with high school leadership students

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience in an administrative role or office environment
- Experience working with multiple overlapping deadlines in a fast-paced environment
- Highly organized and able to maintain and prepare electronic records and reports
- Proficiency in computer and internet use including Microsoft Office, and Access Database management software; competent in working with cloud-based applications
- Demonstrated excellence in verbal and written communications with parents, students, teachers and other stake holders
- Works effectively independently and in a collaborative team environment
- Experience in facilitating and managing groups (preferred)

JOB LOCATION

Cheakamus Centre, Brackendale, BC (near Squamish)

TERM & START DATE

Aug. 21, 2017 to July 6, 2018 (35 hrs/week)

COMPENSATION/BENEFITS

\$16-17/hr dependent on experience

MSP coverage and extended health provided for full time employees.

APPLICATION PROCESS

Please email a cover letter and résumé to jobs@cheakamuscentre.ca telling us why you are the best person for this position. Please ensure to include the title of the position that you're applying for in your cover letter.

APPLICATION DEADLINE: July 28, 2017

We thank you for your interest in employment with Cheakamus Centre. Please note that only those selected for an interview will be contacted.