



## Employment Opportunity

**Position Title:** ADMINISTRATOR & OFFICE COORDINATOR      **Duration:** Ongoing  
**Hours:** 28/week (21-35 negotiable)      **Starting Wage:** \$27.50-30.75+/hr + 4% vac.  
**Start Date:** Immediately (negotiable)      **Application Deadline:** 11:59pm, April 16th

### Position Summary:

Reporting to the Executive Director (ED), the Administrator & Office Coordinator (AOC) supports the smooth operations of the Galiano Conservancy Association (GCA) by managing general communications, scheduling meetings and tasks, organizing and updating digital and physical records, managing volunteer intern and summer staff logistics and onboarding, supporting the GCA board and committees as needed, and ensuring the GCA office is well provisioned and maintained. The AOC will have knowledge of and familiarity with the GCA's diverse conservation, education, restoration, sustainable food production, and climate action programs through direct participation in these activities from time to time, as well as by assisting with the grant applications that fund them.

### Principal Duties and Responsibilities:

- Answers phone calls, responds to voicemails and manages general inquiry email account & website contact forms;
- Provides customer service to walk-in visitors and members, processes sales of merchandise and plants;
- Manages international volunteer internship program including student visas and accommodations;
- Coordinates seasonal staff hiring, including wage subsidy applications and reporting, job postings, offer letters, contracts and onboarding;
- Coordinates training, scheduling, and supervision of seasonal staff and volunteers such as summer students, volunteer interns, and co-op positions;
- Facilitates orientation of new staff, volunteer interns, and board members; revises and updates orientation materials as needed;
- Schedules regular staff meetings, drafts agenda, takes and files minutes;
- Coordinates cleaning contractor and ensures the office is maintained in an orderly state generally;
- Monitors and orders printer, kitchen, washroom and other office supplies as needed;
- Maintains up-to-date Grant Calendar, and provides timely reminders to appropriate staff to ensure grant applications and reports are completed well before submission deadlines;
- Participates in the production of the Annual Report to ensure timely distribution prior to the AGM and collaborates with other staff on the biennial Stewardship News publication;
- Participates in annual applications and reporting to major funders, and assists with other grant applications, specifically those funding core operations, staff training, wage subsidies, and/or infrastructure;
- Maintains and improves/organizes GCA digital (server) and physical filing systems;
- Manages library lending and merchandise orders & inventory (t-shirts, hats, totes, etc.).



**Additional Duties and Responsibilities (as capacity allows):**

- Maintains and updates website in collaboration with ED and other coordinators;
- Contributes to production, review and revision of articles and outreach material, including monthly Active Page advertisement, email newsletter, website and social media posts;
- Assists with planning of organizational events such as the annual Musical Walkalong for Learning and Annual General Meeting, as well as booths at island events and markets;
- Assists ED in ensuring timesheets, receipts, and other filings are provided to the bookkeeper in a timely manner;
- Assists ED in applying GCA HR policies, standards, and benefits on a day to day basis, including tracking of vacations and pay issues, and supporting healthy staff workloads;
- Assists ED, board, and/or committees on the development of governance policies and procedures as needed;
- Assists ED in scheduling board and committee meetings, drafting agendas, editing and redistributing board meeting minutes for review, filing approved board meeting minutes and policies.

**Compensation, location, and start date:**

This is desired to be a 4-day / week position (28 hours); however, fewer hours (e.g., 21 hrs / 3 days) or more hours (35 hrs / 5 days) will be considered, with an appropriate scaling of responsibilities. The administrator and office coordinator position is based out of the GCA office building at the Millard Learning Centre on Galiano Island, BC. Occasional weekend hours and/or extended work hours may be required. Starting wage is between \$27.50 and \$30.75 per hour (plus 4% vacation pay), based on relevant experience and level of responsibility agreed to during the interview and hiring process. All staff receive automatic raises at 6 and 12 months and annually thereafter, provided proficiency expectations are met, as well as COLA (cost of living allowance) wage increases each January. A shared-cost (50/50) extended health benefits plan is currently available. Preferred start date is as soon as possible.

**Minimum Skills, Qualifications, & Attributes**

- Relevant work experience within the fields of administration, office management, and/or environmental conservation
- Self-motivated, self-directed and organized, with attention to detail and commitment to excellence
- Strong written communication skills
- Experience with public engagement, customer service, and outreach
- Experience working in a dynamic team environment on a range of diverse projects
- Commitment to conservation

**Desirable Skills, Qualifications, & Attributes**

- Familiarity with the Southern Gulf Islands and Galiano Island
- Fluency with use of Google Workspace, Microsoft Office suite, Adobe Acrobat, Slack, Zoom, Canva, Wordpress
- Experience coordinating contractors, volunteers, and small teams of staff



Galiano  
Conservancy  
ASSOCIATION

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[hiring@galianoconservancy.ca](mailto:hiring@galianoconservancy.ca)

- Experience with project & file management
- Grant writing & reporting experience
- Occupational First Aid or equivalent
- Working knowledge of the Salish Sea's biodiversity, including key Species at Risk and vegetation of the Coastal Douglas-fir biogeoclimatic zone

**To apply:**

Please bundle your resume and cover letter outlining your interest and qualifications into a single PDF that includes your first and last name in the filename and send to [hiring@galianoconservancy.ca](mailto:hiring@galianoconservancy.ca) **by midnight on Thursday, April 16<sup>th</sup>**. Applications will be considered as they are received. We thank all applicants for their interest, but only those selected for interviews will be contacted. Shortlisted candidates will typically be sent interview invitations within 2 weeks.

**For more information:**

Contact Chessi Miltner, GCA Executive Director at: [hiring@galianoconservancy.ca](mailto:hiring@galianoconservancy.ca), phone 250-539-2424 or visit our website: [www.galianoconservancy.ca](http://www.galianoconservancy.ca)

Accommodations: The successful candidate, if not already a resident of Galiano, is responsible for securing rental housing on Galiano Island. The Galiano Conservancy may be able to help identify rental housing opportunities through our local contacts.