

Employment Opportunity: Operations Coordinator

Hours: 35 hours per week, typically Monday to Friday (with some weekends required)

Salary: Starting wage \$45,000, commensurate with experience.

Contract duration: 18 months (covering parental leave)

About Raincoast: The Raincoast Education Society is a non-profit organization based in Ucluelet, BC with a mandate to shape an environmentally sustainable future for the Clayoquot and Barkley Sound region through education and community stewardship. We seek to accomplish our mission through a broad range of high-quality educational and research programs focused on the natural environment, cultures, and communities of the Clayoquot and Barkley Sound region.

About the position: The Operations Coordinator oversees most day-to-day administration of the RES. The Operations Coordinator is responsible for office admin duties (licenses, dues, and insurance policies), daily and monthly bookkeeping tasks, adult program logistics and support, assisting with hiring and onboarding, policy creation and implementation, ordering and stocking merchandise, co-development and co-management of RES events, and assisting other staff members when needed.

The successful applicant must possess exceptional interpersonal, written, and verbal communication skills, experience managing people and projects, and experience managing budgets.

The ideal candidate will have/be:

- Extremely organized and detail-oriented
- Effective problem-solving skills
- Strong organizational and time management skills. While a high degree of creativity and flexibility is an asset, an ability to meet deadlines and stay organized is imperative.
- Experience with QuickBooks (AP/AR, financial reports, classes, etc.)
- Experience organizing and managing small to medium public events
- Very comfortable working independently AND working with others
- Experience in office management
- Self-starter and entrepreneurial; enjoy creating and implementing new initiatives
- Ecological and cultural knowledge of the Clayoquot and Barkley Sound region OR the keen desire to learn.

Additional responsibilities include:

- Supporting core RES programs, including helping plan and run weekend and evening events.
- Assisting with preparing material to be included in grant applications or other fundraising efforts.
- Assisting with the administrative management of the Amphitrite House Interpretive Centre.

What we offer:

The RES is a dynamic, close-knit team that prioritizes supporting professional growth. We also encourage a healthy work life balance and provide a generous vacation policy, Two weeks of paid winter holidays, flexible working hours, and a partial work-from-home schedule.

How to apply:

If you are interested in applying, please submit a cover letter, resume, and references in one file to Tam Belliveau to info@raincoasteducation.org with "OPERATIONS: [Your Full Name]" in the subject heading.

Application deadline: Applications will be reviewed upon submission; we advise all applicants to apply as early as possible.

Start date: Monday, November 2nd, 2026

Applicants with different backgrounds will be considered.

Thank you for your time.