



Employment Opportunity

PROGRAM COORDINATOR

Location:

Kamloops, BC

Remuneration:

Annual salary of \$52,000 - \$56,400 plus benefits.

Overview:

The Program Coordinator reports directly to the Program Supervisor and other management personnel as directed, and is responsible for duties related to the safe and successful operation of Stillwater Consulting's programs. This position requires high-level communication, organizational and time management skills, and requires extended periods of time in the field during training activities. The Program Coordinator works with students, instructors and management personnel to ensure the successful completion of each project.

Responsibilities:

Specific duties include but are not limited to:

- Program planning and logistics
- Recruitment of training participants
- Post-program student follow-up
- Risk management and site assessment
- Support for instructors
- Transport of students and equipment
- First aid support
- Program instruction and delivery support
- Equipment maintenance and inventory
- Marketing and promotions
- Professional development and training
- Networking and public relations with employers and project stakeholders.
- Other tasks as required

The Program Coordinator is required to maintain excellent communication with Stillwater Consulting Ltd. management in order to ensure the safe and successful operation of all Stillwater activities. Stillwater is a company that highly values teamwork and collaboration amongst all staff and subcontractors to create and maintain a supportive, productive and fun work environment. Stillwater believes in supporting life-long learning and encourages employees to identify training and learning opportunities that will improve employee performance and create opportunities for advancement in the company.

Required Knowledge & Skills:

- Background in outdoor education, forestry, natural science or related field
- Background in program coordination
- Valid Class 4 or higher drivers license
- Occupational First Aid Level 3
- Strong communication, teamwork, and interpersonal skills
- Ability to diagnose and repair basic field equipment
- Competent in use of field and office technology, including (but not limited to) computers, tablets, GPS, radio, word processing and printing/scanning
- Excellent problem-solving skills and ability to adapt to unforeseen circumstances
- Hard work ethic and ability to work independently

To Apply

Please email your resume and cover letter in PDF format to hr@stillwaterconsultingltd.com and quote the position title in the subject line. We thank all applicants for their interest, however only those selected for an interview will be contacted.

About Stillwater Consulting:

At Stillwater Consulting, we believe in supporting and facilitating the development of sustainable communities. Since 2012, we've successfully partnered with companies, communities and post-secondary institutions across British Columbia to provide business solutions and address skill gaps. Demonstrating in-depth knowledge of the forest industry, we've become the provincial leader in forestry training by providing innovative, comprehensive and highly-effective programs that are carefully designed to meet the needs of local employers. With a focus on experiential learning, our training programs take place outside the traditional classroom setting, enabling students to get outdoors and develop practical skills. With team members working remotely and in satellite offices across British Columbia, Stillwater's sustainable approach to business extends into our company culture as well. Our innovative, flexible company policies focus on helping employees find the right balance between challenging, rewarding work and a healthy, fulfilling lifestyle. Learn more at www.stillwaterconsultingltd.com.