

HOLLYHOCK

Position: Program Coordinator

Reports to: Program Planning Manager

Start Date: January 2022

Hours: Full time (40 hours per week), Year-Round

Location: Cortes Island OR remote (based in lower mainland, Vancouver Island, or Gulf Islands), with occasional work on Cortes Island and Vancouver

Salary: \$42,000 per year plus health benefit package

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host over 100 programs each year, in-person and online, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus is located on the traditional and ancestral territories of the Klahoose, Tla'amin, Homalco Nations. As the current stewards of this land, we are committed to reconciliation and renewing our relationships with First Peoples.

Our campus is home to rustic accommodations, gourmet meals, yoga, bodywork, a world-famous garden, hot tubs, and network of nature trails through towering cedar and douglas fir trees. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program each year.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. We invite you to share any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Hollyhock program team is responsible for the curation and development of our Core and Signature Programming, delivered on our Cortes campus, in Vancouver, as well as online. Our programs are how we live [our vision and mission](#) in the world.

You are a born organizer. You love to be the connective tissue on a team and between departments. You see ideas through to implementation, get excited about tracking details in Google Sheets, and if there's not a smooth process established, you want to create one! You enjoy being a behind-the-scenes logistics whiz, but also know when to step forward and take charge with confidence. You care deeply about working within a culture that values openness, equity, inclusiveness, collaboration, courage, and vulnerability.

KEY RESPONSIBILITIES

Core Program Planning (Presenter-Led Workshops)

- Researching thought leaders, new topics, new categories, spotting trends, and taking on first round of pitching for potential presenters, speakers or facilitators
- Managing and vetting program submissions from prospective presenters
- Creating a year-ahead planning calendar and keeping it up to date
- Collecting presenter & program information and tracking administrative details
- Managing program-related web content
- Supporting Program Department Managers with group booking requests, program queries, administration, and logistics as needed

Signature Program Planning (Hollyhock-Led Gatherings)

- Supporting planning for Hollyhock Signature Programs (e.g. [Social Venture Institute](#), Activate, Run for Office, Climate for Change) with planning and administrative tasks
- Managing program-related web content
- Communicating with and responding to queries from speakers, participants, and scholarship recipients
- Supporting production-related tasks and logistics coordination (e.g. prepare printed materials including program agendas, nametags, etc.)

Production

- Rolling information over to events / production team on Cortes campus, and introducing presenters to campus point-of-contact for production needs and registration details
- Supporting Virtual Programs with planning and production tasks (e.g. Zoom tech support, gathering program descriptions, bios, presenter information for payment, organizing zoom links and invites, etc.)
- Producing Vancouver (and other off-island) programming (e.g. including venue research, logistics coordination, acting as the point-of-contact for participants, liaising with presenters, volunteer management, tracking invoices and budgets)

Inter-departmental

- Coordinating with Communications team on program marketing and presenter relations
- Coordinating with Guest Services team on registration process and guest inquiries
- Coordinating with Fundraising team on development-related requests and events
- Coordinating with Campus Events team on onsite production details and schedules

Administrative

- Creating and populating online program pages for workshops, conferences, trainings
- Drafting and tracking presenter contracts
- Supporting non-domestic presenters with tax-related documentation
- Compiling presenter and program feedback for evaluation and reporting

QUALIFICATIONS

- Detailed tracker, codifier, collector, manager of information and data
- Technologically inclined - google suite, wordpress, asana, slack, mailchimp, mixmax, zoom
- Confident juggler of multiple projects and tasks, with composure
- Quick thinker and easy adaptor to ever-changing environment
- Natural and direct communicator
- Adept at handling tricky circumstances or challenging conversations
- Relationship-first, service-oriented approach - not shy to go above and beyond, but also knows when to say no
- Shows good judgment and intuition in situations that may not have a clear solution
- Thrives in a culture built on distributed leadership, accountability, equity, and delivering an exceptional program experience
- Experience with event planning and production an asset
- Available to work occasional flex hours (e.g. evenings/weekends)

APPLY

Please submit your application and cover letter to max@hollyhock.ca.
Interviews will start January 2022 with a targeted start date of February 2022.
Only short-listed candidates will be contacted.