

# HOLLYHOCK

**Position:** Program Coordinator

**Reports to:** Hollyhock Leadership Institute Operations Lead

**Start Date:** February 2025

**Hours:** 35 hours/week, permanent.

**Location:** Remote - work from home within BC, with in-person delivery on Cortes Island approximately 7-8 times per year for 5 days. Evening and weekend hours may be required during program gatherings.

**Starting Wage:** \$24-25/hour depending on experience, with benefits

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## ABOUT US

Community, connection and impact are the foundation of Hollyhock, through each uniquely curated gathering or program. Our vision is a living and loving planet for all, we nurture inspired leadership through collective and immersive experiences, through renewing people's connections to themselves, one another, and the natural world.

At Hollyhock, staff really care about each other. Season after season, staff consistently report that one of the best things about their work is the relationships they build with their colleagues.

We believe that our staff must reflect the diversity of the communities we serve. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

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## ABOUT THE ROLE

The Hollyhock Leadership Institute Program Coordinator will work closely with our Operations Lead, Director, and Program Advisors, to host gatherings addressing some of the most pressing world issues in Economy, Climate, Consciousness, and Organizing. Each Hollyhock Leadership stream of programming serves as a catalyst for learning, movements, resilience, and innovation. This position will provide the knowledge, skills, and connections for a continued career working in program development in these sectors.

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## KEY RESPONSIBILITIES

- **Program Planning Support:** Coordinate schedules, timelines, and logistics with producers, presenters, advisors, Event Services, and the Hollyhock Leadership Institute team.
- **Customer Service Communications and Logistics:** communicate via email and over the phone with presenters and participants to collect information, support travel planning, convey conference information, and respond to payment questions. Respond to participant inquiries.
- **Marketing & Sales:** Contribute to the creation and distribution of marketing materials, including graphic design, social media content, and email campaigns. Research community amplifier partners and places to spread the word about programs. Update the website with up-to-date program content.

# HOLLYHOCK

- **Program Administration:** Prepare and maintain documentation, including planning sheets, participant and presenter information, and printing materials.
- **Event Production:** Track space and material requirements for learning spaces. Set up program spaces, support on-site logistics, and troubleshoot issues to ensure smooth event execution.

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## SKILLS & QUALIFICATIONS

- Some post-secondary education in a related field. Applicants with lived or work experience are encouraged to apply.
- Experience in event coordination or program planning is an asset.
- Strong customer service skills with the ability to respond to inquiries promptly and professionally.
- Self-directed, extremely organized, and enjoys administrative tasks.
- Enjoys administration tasks and working on a computer
- Demonstrated initiative, excellent decision-making, and verbal and written communication skills.
- Ability to complete tasks to tight deadlines and adapt to new situations.
- Experience with G-Suite (Gmail, GDrive, Calendar, etc.) and comfortable with tech platforms such as Zoom, Slack, Asana, WordPress, and Canva.
- Ability to thrive in a fast-paced, dynamic work environment.
- Must be legally entitled to work in Canada.

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## APPLY

Please send your resume and cover letter to:

***jodi@hollyhock.ca***

Apply by January 31. Only short-listed candidates will be contacted.