

# HOLLYHOCK

**Position:** Campus Operations Coordinator

**Reports to:** People and Culture Manager

**Start Date:** April 2026

**Hours and Location:** Fulltime, Seasonal (April - October) on Cortes Island

**Starting Wage:** \$24 - 26/hour (depending on experience)

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## ABOUT HOLLYHOCK

**Hollyhock** is a globally recognized transformative learning and leadership center with a beautiful nature-based campus located on the traditional territories of the Klahoose, Tla'amin, and Homalco Nations on Cortes Island, BC. For over 40 years, Hollyhock has convened leaders, changemakers, artists, activists, and seekers to explore the inner and outer dimensions of social and ecological transformation.

## ABOUT THE ROLE

The Campus Operations Coordinator (COC) is a day-to-day coordination and integration role, focused on supporting smooth campus operations, and interdepartmental communications and alignment during the season. This is a fast paced, hands-on roll, that is a blend of administrative tasks involving sensitive and timely communications, and physical presence supporting operations. Reporting to the People & Culture Manager, this role works with a diverse, service-oriented team, ensuring information flows clearly between staff, managers, People & Culture, and Operations. This role supports coordination, information flow, and issue intake, but does not hold accountability for guest experience outcomes, community decision-making, staff discipline, or policy interpretation.

## ABOUT YOU

You are a highly organized and detail-oriented individual who thrives in collaborative team environments. Your strong communication skills, patience, and openness to learning make you adept at connecting with people from diverse backgrounds. You excel in accuracy, task prioritization, and effective time management.

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## KEY RESPONSIBILITIES

- Support the People and Culture Manager with organizational HR and Health and Safety data entry and administration.

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- Support interconnectivity of Campus departments through clear, timely communications and elevating needs to the People and Culture Manager and the Campus Management Team
  - Staff Housing support: Orientations for new residents, checking rooms for deposit return, supporting general communications with residents
  - Support by covering departments as needed, cross training to understand multiple roles.
  - Manage office equipment, inventories and mail run
  - Keep communication boards on Campus up to date
  - Act as the first point of contact for routine guest, presenter, and community concerns, ensuring timely responsiveness and clear escalation to the appropriate manager or Director of Operations when issues exceed established authority or sensitivity thresholds.
  - Other duties as delegated by the People and Culture Manager and the Campus Management team
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## QUALIFICATIONS

- **Communication:** Excellent interpersonal skills and a commitment to direct, professional, and transparent communication.
- **Operational Autonomy:** Proven ability to work independently as a proactive problem-solver .
- **Agility:** Demonstrated success in "fluid prioritization," with the capacity to remain organized and effective in a fast-paced, emergent environment.
- **Administrative Proficiency:** Previous experience in an administrative support role is an asset
- **Experience with Digital Platforms:** strong familiarity with **Google Workspace (G Suite)**, spreadsheets, **Slack**, and **Asana** is preferred.
- **Technical Literacy:** Competency in managing different digital communications platforms, e.g video conferencing.
- **Logistics & Safety:** Possession of a valid Driver's License and a current First Aid certification (or a willingness to obtain one upon hire).

The successful candidate must be legally able to work in Canada and enjoy living in a remote setting.

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## WORKING CONDITIONS

- In an open, public environment
- This work is varied from sitting at a computer for long periods of time, to standing and daily walking throughout the Campus

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- Scheduled for a varied work schedule including weekends, evenings and statutory holidays. Flexibility and adaptability to changing needs are essential
  - Strong personal integrity and the maintenance of strict confidentiality are critical
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## TO APPLY

Please send your resume and cover letter to [jodi@hollyhock.ca](mailto:jodi@hollyhock.ca)

OR

Visit our website Careers Page:  
[www.hollyhock.ca/jobs](http://www.hollyhock.ca/jobs)

-Click "APPLY NOW" and fill out the form, you will have a chance to submit your resume and cover letter.

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.