
Facilities Coordinator

The Facilities Coordinator, reporting to the Rehabilitation Manager, will oversee all aspects of Alberta Institute for Wildlife Conservation (AIWC)'s 9.5-acre facility, including maintenance, repair, and general upkeep.

Position: Part-time.

Summary of Duties:

- Ensures that all facility equipment is in good working order.
- Develops and maintains maintenance schedules for buildings and equipment.
- Repairs any facility or equipment problems in a timely manner, and oversees outsourcing for repairs as needed and approved.
- Responsible for seasonal maintenance tasks, such as: grass cutting and snow removal, winterization tasks etc.
- Leads external volunteer groups for work-bee style events that have maintenance and construction related tasks.
- Provide oversight and guidance to AIWC volunteers as required.
- Use hand and power tools.
- Maintain AIWC's facility tools and supplies inventory.
- Follow all safety procedures and oversee AIWC's OHS compliance, and be an active member of the organization's Health and Safety Committee.
- Work with other staff to help design new patient enclosures, as required.
- Maintain high standards of upkeep and appearance of the facility, while carrying out tasks with minimal disruption to AIWC patients.
- Other duties as required.

Requirements:

- General carpentry and maintenance skills.
- Good communication skills and ability to work in a team environment.
- Comfortable working in an area with recovering wild animals.
- Good physical condition, position will require lifting, bending, and other activities.
- Eagerness to teach others.
- Eligible to work in Canada.
- Excellent project management and time management skills, and the ability to perform well under pressure.
- Valid class 5 driver's license and access to a reliable vehicle.

Wage/Hours of Work:

- **Wage:** \$18.50 per hour.

- **Schedule:** Up to a maximum of 16 hours per week. Hours worked must be between 9am and 5pm Monday-Friday.

Benefits:

- Working in a beautiful location with mountain views.
- Opportunity to connect with like-minded individuals.

Application Deadline: Open until suitable candidate is found. E-mail cover letter and resume to the attention of Holly Lillie, Executive Director, at: holly.lillie@aiwc.ca

For more information on AIWC, please visit our website: www.aiwc.ca

AIWC is an equal opportunity employer. We encourage applications from all qualified individuals. We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.