



POSITION DESCRIPTION

Title: Program Administrator, Sustainable Transportation

Position Term:	Full-time (37.5 hours per week), February 3, 2025 – February 2, 2026, with a possibility for extension depending on funding availability
Salary Range:	\$52K-\$56K annually, plus a comprehensive benefits package
Application Deadline:	January 3, 2025 (5:00 pm PST)
Estimated Starting Date:	February 3, 2025

The Fraser Basin Council Society (FBC) is a non-profit organization that advances sustainability in BC through facilitation, education and program management. We are seeking a Program Administrator to support our Sustainable Transportation team. The position is based in our Vancouver office and delivered through a hybrid working arrangement (home and office); alternative arrangements may be considered, if necessary.

Position Overview

The primary functions of the position are to: 1) support the administration of incentives delivered by the Go Electric Other Rebates Program, and 2) provide financial management analysis and support. Changes in job functions, such as to support other climate change initiatives, may occur over time due to changes in workload.

Required Job Functions and Duties

- **Program administration:** Tracking and approving the delivery of ZEV related Go Electric Rebates administered by the Fraser Basin Council
- **Applicant communication:** Providing responses to inquiries related to applications to these programs.
- **Financial analysis:** Providing quarterly financial analysis of programs. Financial reporting provides key information to the Program Manager to ensure programs stay on budget, and to project funders who require regular updates on project performance.
- **Event support:** Providing support to the Program Manager and other team members in organizing in-person and virtual events.

Required Skills and Qualifications

- Good written and verbal communications skills, and ability to provide information on programs to potential applicants.
- Strong coordination skills with demonstrated experience in managing and tracking projects or contracts.
- Strong attention to detail, and ability to multi-task and stay on top of competing priorities
- Ability to engage with multiple stakeholders, funders, and the public.
- Ability to work independently and as part of team.
- Proficiency in writing and office computer skills, including the use of online platforms to manage and track applications (e.g., Survey Monkey Apply).
- Knowledge of Excel and ability to analyze and produce customized financial reports.

Salary, Benefits & Work Environment

The salary range for this position is \$52-56K annually. FBC offers a comprehensive employee benefits package, which includes medical, dental and insurance coverage, an RRSP contribution matching program and professional development support.

Our organization is committed to creating a diverse and inclusive work environment and is proud to be an equal-opportunity employer. All qualified applicants will be given consideration, regardless of race, ethnicity, gender, sexual orientation or disabilities.

Application Instructions

Please send your resume and a cover letter to careers@fraserbasin.ca.

Application deadline: **January 3, 2025 (5:00 pm PST)**.

While we are grateful for your interest and all applications submitted, only short-listed candidates will be contacted.

About the Fraser Basin Council

The Fraser Basin Council (FBC) is a charitable non-profit society that brings people together to advance sustainability in British Columbia. Our vision is for *“social well-being supported by a vibrant economy and sustained by a healthy environment.”*

Strategic priorities of FBC are to build sustainable and resilient communities, take action on climate change, and support healthy watersheds and water resources. For the past 25 years, we have undertaken a wide range of collaborative, multi-sector initiatives. Our work includes programs on flood management, community wildfire planning, air quality improvement, energy efficiency, green transportation, watershed planning and youth climate action projects. For more information, please visit our [website](#).

We are grateful at the Fraser Basin Council to live and work on the unceded, ancestral territories of the Indigenous Peoples of British Columbia.