



# Administrative Staffing

## Admin & Logistics Support Position

*Casual / Part-Time*

**Start Date:** ASAP

**Location:** Remote + errands in Greater Victoria

**Pay:** \$22/hr (training); increases to \$28–\$31/hr after training

Western Educational Adventures (WEA) is hiring a reliable, organized, and flexible administrative and logistics support person to help our team behind the scenes. This casual/part-time role supports the smooth delivery of our outdoor education programs for children, families, and adults across the Greater Victoria area.

### About the Role

This is a flexible, on-call role averaging 5–20 hours/week. Most work can be done from home, but local errands and in-person tasks are occasionally required. We're looking for someone with **real weekday flexibility**—not someone locked into a full-time job or fixed daytime schedule. You don't need to be available 8–5 every day, but you *do* need the kind of schedule that allows you to move things around and jump in when needed, especially during the workweek.

If your current commitments leave you limited to evenings and weekends only, this likely isn't the right fit.

### Responsibilities

- Coordinate bus bookings, payments, invoices, and itineraries
- Answer general phone and email inquiries
- Run errands and support on-the-ground logistics in Greater Victoria
- Communicate with bus parts suppliers and coordinate deliveries
- Support HR tasks (e.g., checking references, collecting paperwork)
- Track staff onboarding, feedback, scheduling, and payroll
- Pick up injured campers and take them to clinics when needed
- Monitor and report on equipment needs and replacements
- Tackle other admin and logistical tasks as needed

### Requirements

- At least 2 years of admin or logistics support experience
- Great communication and organizational skills
- Ability to work independently and adapt to changing needs



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- Access to a **reliable vehicle** and valid Class 5 driver's license
- **Weekday flexibility** and responsiveness (not just evenings/weekends)
- Standard First Aid & CPR-C
- Clear Criminal Record Check with Vulnerable Sector Screening

### Why Work with WEA?

WEA offers a meaningful, varied support role for someone who enjoys keeping things running smoothly behind the scenes. You'll be helping deliver life-enriching outdoor experiences to people of all ages—on your own schedule, within reason.

Learn more about us at: <https://www.westernadventures.ca/western-educational-adventures-careers.htm#admin> , and apply with your resume and a short note about your **current availability and flexibility**.