



Let your career SOAR with Wildlife Rescue!

Are you interested in being part of a PURPOSE-DRIVEN team with a passion for animals and wildlife?

Do you want to join a fast-growing organization making a big impact in BC?

We are looking for a **Facilities Coordinator** to join our team.

Wildlife Rescue values work-life balance; we offer numerous values-driven employee perks and benefits to support our employees in being their best selves both in and out of the workplace.

Position Profile:

Our Facilities & Maintenance Coordinator takes a lead role in the planning and oversight of our Wildlife Rescue property. This essential position ensures the property functions with efficiency, projects are coordinated effectively, and that WRA's site and buildings look great and are safeguarded for the future. The coordinator collaborates with the operations team to set priorities and goals.

Position Type: 24 - 40 hrs/week, permanent

Compensation: \$23.00 -25.00

Who YOU are:

You are organized and detail-oriented with strong planning skills. You enjoy taking the lead, developing projects and following them through, all while guiding others to success. You enjoy a challenge, don't mind making a phone call and want to learn how to manage a budget and contribute to developing operational goals.

Who WE are:

Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are Western Canada's busiest wildlife rehabilitation centre, with over 5,000 animal patients admitted each year.

Our Facilities:

Wildlife Rescue is situated on a large property on the south shore of Burnaby Lake Regional Park. The site includes several buildings and structures, including our offices, medical centre, wildlife enclosures, and pools.

Employee Perks and Benefits:

- Professional development funding and opportunities
- Room for career growth
- 3 weeks paid vacation to start
- A competitive extended medical and dental benefits plan, which includes:

- Teladoc medical services
- Employee Life insurance
- Travel protection outside of Canada
- Access to a variety of paramedical health services including counselling, chiropractors, massage therapists and more.

Highlight of Key Responsibilities

- Oversee Wildlife Rescue's facilities and infrastructure, including buildings and equipment.
- Coordinate and oversee routine inspections, repairs and upgrades.
- Manage a preventative maintenance program for structures and equipment.
- Hold a seat on the health and safety committee and use that knowledge to oversee onsite safety standards.
- Work with external contractors, vendors and service providers.
- Lead the external aesthetics of WRA's outdoor spaces, landscapes and gardens.
- Coordinate a small team of maintenance and garden volunteers.
- Work closely with leadership to set goals and priorities that align with the organization's 3-year facilities plan.
- Lead facility projects, get quotes and keep track of our facilities budget and spending.
- Support corporate working group volunteer activities.
- Respond to facility-related emergencies.

Key Qualifications & Experience

- Completion of a high school diploma, vocational certification, or tertiary degree in Facility Management, Business Administration, or a related field.
- Prior experience in facility coordination or property maintenance is highly desirable, especially in dynamic, multi-use environments.
- Project management experience is a strong asset, particularly in coordinating repairs, upgrades, or infrastructure improvements.
- Familiarity with basic tools, equipment, and maintenance procedures; confident in identifying issues and initiating repairs or contractor support.
- Exceptional interpersonal and communication skills, with a demonstrated ability to lead teams, liaise with contractors, and collaborate across departments.
- Proactive mindset with a hands-on approach to problem-solving and continuous improvement.
- Outstanding time-management and organizational abilities; capable of juggling multiple priorities in a fast-paced, ever-changing environment.
- Must have access to a reliable vehicle for on-site and off-site duties
- OR the right combination of skills and experience—we are looking for the right fit for our team and encourage all interested candidates to apply.

To Apply

Submit your cover letter and resume together in a single PDF file using our online form.

<https://app.smartsheet.com/b/form/019887e0e3367bc99b9414ab67a18712>

If you have any questions, please feel free to contact us at recruitment@wildliferescue.ca

Note:

- All candidates must be willing to submit proof of current tetanus and to obtain a criminal record check as per policy.
- Wildlife Rescue is an Equal Opportunity Employer committed to Diversity, Equity, and Inclusion. For more information or if you need assistance or accommodation, you may contact us at recruitment@wildliferescue.ca.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmin̓əŋ and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.