



## Logistics Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### **About Vancouver Region Educational Services:**

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

### **About this opportunity:**

As a Logistics Coordinator, you will support operational and logistical needs including supply management, equipment preparation, transportation organization, and site setup. You will help ensure that materials and resources are delivered to programs efficiently and responsibly.

Key responsibilities are as follows:

- Organize and track supplies, inventory, equipment, and materials for programs and events
- Prepare, transport, and set up materials at schools, camps, and event locations
- Coordinate supply requests with staff and support purchasing or rental needs
- Assist with administrative tracking of logistics, costs, and inventory systems
- Support program setup and teardown, ensuring safe and organized environments
- Provide general operational support across Metro Vancouver



**Requirements:**

- Strong organization and multitasking skills
- Ability to lift, transport, and set up materials when required
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts
- Mobility to commute to multiple locations across Metro Vancouver
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

**Assets:**

- Experience in logistics, inventory management, event coordination, or operations
- Ability to drive and carry equipment to multiple sites
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid Class 5/7 British Columbia driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.