



Administrative Director

West Coast Institute for Studies in Anthroposophy
British Columbia, Canada
westcoastinstitute.org

Job posted: 11 April, 2022

Closing date: Until filled

The West Coast Institute is looking for an **Administrative Director** to start on May 1st, 2022. Duties will include tasks in the legal, financial, communication and marketing realms as well as registrar responsibilities.

We are looking for someone with a high level of administrative skills who enjoys working in a collaborative environment. The successful candidate would work alongside our current administrator for a period of several weeks.

This is a salaried position, approximately 25-35 hours a week depending on the time of year, \$3000 per month/\$36,000 per year.

Ideally we are looking for someone who lives in the Greater Vancouver area or on southern Vancouver Island.

For more information or to send an application contact katerereynolds@westcoastinstitute.org

The West Coast Institute for Studies in Anthroposophy, located in British Columbia, Canada, offers a 2.5-year, part-time Waldorf Grades Teacher Training, a 2-year, part-time Waldorf Early Childhood Educator Training with a 14 month, part-time Birth to Three option, and differing courses and workshops each summer for Waldorf teachers and others.