



Society Promoting Environmental Conservation
Practical solutions for sustainable cities

Repair Café Coordinator

Posted:	February 9, 2026
Employment Type:	Part time contract
Compensation Range:	\$26.00 - \$28.00 per hour
Hours:	15 hours per week, flexible schedule
Contract Duration:	March 2026 - December 2026, with possibility for extension
Work Location:	Remote plus 1-3 days per month on-site for events. Events will take place at community centres across Metro Vancouver
Posting End Date:	February 23, 2026

About Us

The Society Promoting Environmental Conservation (SPEC) is a charitable organization that promotes practical solutions in the areas of sustainable food systems, zero waste, renewable energy, sustainable transportation, and the Elders Circle. Since 1969, we have been empowering communities to take action and build a greener future. We work with individuals, children, and organizations to develop community capacity to address a wide range of sustainability challenges using practical approaches. Learn more at www.spec.bc.ca.

Description

Repair Cafés are community events where people come together to repair broken household items—such as small appliances, textiles, electronics, and bicycles—with the help of volunteer repairers. These events reduce waste, build practical skills, and create opportunities for community connection.

The Repair Café Coordinator is responsible for planning, coordinating, and delivering 6–8 Repair Café events over the course of the program year. This role supports both the successful delivery of events in existing communities and the expansion of Repair Café programming into new regions by helping recruit, onboard, and support new volunteer repairers and event volunteers. Working closely with staff, community partners, and volunteers, the Coordinator ensures events are well-organized, welcoming, and accessible, while supporting safe repair practices and positive community experiences.

Responsibilities

- Plan, coordinate, and deliver community Repair Café events in collaboration with staff, volunteers, and community partners
- Coordinate event logistics, including venue booking, coordination with venue, attendee registration, volunteer lunch & refreshments, accessibility considerations, and event set-up and takedown
- Recruit, schedule, and support volunteer repairers and event volunteers
- Serve as the primary point of contact for volunteers before, during, and after events
- Support volunteer onboarding, orientation, and adherence to safety and accessibility practices
- Maintain repair kits and supplies
- Safely transport, collect, pack, and load equipment into and out of each event
- Build and maintain relationships with community partners, host sites, and local repair experts
- Support outreach and promotion for Repair Café events in coordination with communications staff
- Represent the organization at Repair Café events and related community activities
- Maintain simple records and documentation related to events, volunteers, and outcomes
- Contribute to post-event reporting, debriefs, and continuous improvement
- Support the implementation of safety guidelines and risk mitigation practices at events
- Identify and communicate accessibility needs and opportunities for improvement
- Support a welcoming, inclusive, and safe environment for participants, volunteers, and fixers

Qualifications

- Experience in event planning & coordination
- Experience coordinating & supporting volunteers
- Familiarity with accessibility, inclusion, and community-based engagement practices
- Familiarity with waste reduction, repair, or circular economy principles, or a demonstrated interest and willingness to learn
- Experience using google workspace, email marketing software, volunteer management, and volunteer management software
- Ability to travel to on-site event locations, a valid driver's license and access to a vehicle
- This role includes occasional physical tasks such as moving supplies (up to approximately 40 lbs), with or without reasonable accommodation
- Strong interpersonal, communication, and problem-solving skills
- Ability to work independently and manage competing priorities
- Interest in environmental issues and urban sustainability
- Clear written and verbal communication skills

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How to Apply

Submit an application via [this link](#).

A cover letter is **not required** for this role. Instead, we ask applicants to complete a short screening questionnaire focused on relevant skills, experience, and approach to the work. We use this format to make our hiring process **more accessible and equitable**, and to ensure all applicants are assessed using the same criteria. Point-form responses are welcome, and we are not evaluating writing style or polish.

If you require accommodations or would prefer to respond in a different format, please let us know.

Inclusive Hiring

We believe diverse perspectives strengthen our work and our communities. We encourage applications from Indigenous Peoples, racialized communities, people with disabilities, people of all genders and sexual orientations, and individuals with diverse lived experiences. Accommodations are available upon request at all stages of the hiring process. We understand that the ideal candidate may not meet every requirement listed. If you are enthusiastic about this role and bring relevant skills, lived experience, or transferable strengths, we encourage you to apply.

SPEC conducts our work on the unceded lands of Coast Salish peoples, specifically the Squamish, Musqueam, and Tsleil-Waututh, who have stewarded these lands and waters since time out of mind. We continually work to recognize the ways in which we individually and as an organization uphold or oppose colonial systems of oppression and how we can do better. With respect, we understand that Indigenous rights and environmental stewardship are inextricably linked.

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