

Heritage BC



Heritage Program Coordinator

Full-time permanent position

Remote work. 35 hours a week.

Benefit package available.

Salary Range: starting \$59,000 plus benefits

Heritage BC is at an exciting time of developing its business model that includes expanding its fee-for-service work for provincial, regional and local governments, tailoring education and awareness offerings for a variety of members and communities, and new program development to further growth of heritage capacity and conservation. The Heritage Program Coordinator will be at the forefront of Heritage BC's program development to increase heritage conservation awareness, share knowledge and skills across BC, and deliver key heritage programs. Heritage BC offers the opportunity to work with municipalities, First Nations and communities across the province, building capacity associated with heritage planning and projects.

The Heritage Program Coordinator will play an integral role in developing and implementing Heritage BC's strategic plan relating to community engagement and heritage planning, heritage skills training and education programs for our members and the public, and capacity development for local governments. The Heritage Program Coordinator will be key in the planning and execution of Heritage BC's annual spring conference and will take the lead on Heritage Week programming. They will curate and deliver Heritage BC's educational program framework that includes resources and webinars and will be responsible for delivering content through HBC's communication channels including social media, website and direct member engagement.

The Heritage Program Coordinator will support team members on the administration and management of the Heritage Legacy Fund granting program as well as other one-off grant opportunities that Heritage BC may be asked to deliver on behalf of government.

The Heritage Program Coordinator will have an educational background in cultural resource management, community development, urban planning, architecture, heritage conservation, history or another relevant discipline, along with previous experience working in the heritage sector. They will also possess strong knowledge and/or experience in education and program development and delivery. Demonstrated leadership and excellent communication skills, experience in researching, writing, and presenting on heritage and other related matters will also be fundamental. Candidates must also demonstrate strong skills in technology platforms in order to be successful in with digital and in-person program delivery and manage their work outputs in a virtual/remote office setting. Previous event planning and marketing experience are also important in this role.

The Heritage Program Coordinator reports directly to the Executive Director (ED) and works collaboratively with the ED and other staff.

Location: The Heritage BC office is fully remote. The Heritage Program Coordinator can be located anywhere in BC.

Please send your cover letter and resume to info@heritagebc.ca and put in the subject line "Heritage BC Heritage Program Coordinator Application". Applications will only be accepted by email. Only PDF documents will be accepted. No phone calls please.

JOB DESCRIPTION

Heritage Program Coordinator

1 FTE, 35 HRS/WEEK

Remote Work from Home

Key Accountabilities:

Community Engagement and Support

- Support community advocacy needs as required and according to the Heritage BC advocacy policy;
- Set up and maintain systems to identify outreach needed in various geographic regions of B.C.;
- Stay apprised of provincial, national and international heritage challenges and changes in legislation and relate these to members at a community level;
- Assist ED in research and development of potential funders and partners. Assist with developing and reporting on grant applications and fee-for-service proposals;
- Membership support and administration;
- Offer day to day support to for the Heritage Legacy Fund and other key grant programs provided by Heritage BC;
- Build alliances where reciprocal awareness of programs can occur.

Education, Programs and Annual Conference

- Assist Heritage BC in developing educational content and programs for annual conferences; contribute to overall planning, promotion and execution of conference;
- Research, design, implement and facilitate training, conservation and education programs based on community and market needs;
- Develop and implement annual Heritage BC program evaluations;
- Partner with other organizations and existing delivery agents to maximize heritage education opportunities;
- Develop market for training and education programs and participate in business case development for new programs;
- Build relationships with local governments and community groups throughout the province to strengthen awareness of capacity-building opportunities for heritage conservation.
- Contribute to the development and communication of Heritage Week;
- Research, advise on, and design new programs.

Awards Program

- Support the delivery of this foundational program delivered during the Heritage BC's annual spring conference;
- Revise and update program guidelines and nominations form as required;
- Manage nominations and nomination process;
- Assemble jury and chair jury meeting;
- Create awards presentation and other materials.

Marketing and Communications

- Produce regular communication channels for Heritage BC including electronic newsletters, website, and social media;
- Work with contract graphic designers as necessary) to produce digital and other graphic assets necessary for communication;
- Contribute to the strategic development of Heritage BC's communication channels. Responsible for website maintenance including the uploading of new digital resources that are the output of program development.

Administrative and Financial Support

- Prepare budgets and financial reports as required for programs;
- Assist ED with meeting preparation and documentation;
- Organization of digital records and assets;
- Development of standard operating procedures and guidance policies for core programs and business processes, as needed.

Skills and Qualifications

- Post-secondary diploma or higher in cultural resource management, or bachelor's degree or higher in planning, arts administration, public administration, community development and planning, urban planning, museology, archaeology, or other related discipline with at least one year of experience in the heritage conservation and/or cultural heritage management field.
- Excellent written and verbal communication skills.
- Expertise with technology and software platforms necessary to have success in a virtual/remote office offering digital resources to members.
- Strong word processing, Excel and administrative skills.
- Experienced communicator familiar with the strategic use of social media and digital communication assets..
- Knowledge and/or experience in education and program development and delivery. Experience working and providing leadership in a remote setting and with geographically dispersed teams.
- Experience in event planning and marketing.
- Cultural agility and experience working with individuals and groups with different cultural experiences and perspectives than one's own.
- A strong understanding of heritage conservation legislation, policies, and regulations within a B.C. context is an asset.
- Preference may be given to candidates with more than two years of experience in paid and volunteer work in the arts, culture and heritage fields.

November 2021