



Community Heritage Coordinator

- Full time permanent position.
- Remote work from home. Salaried position based on 35 hours a week. Hours of work will be M-F during normal business hours, with opportunity for a modified schedule.
- Must be a resident of British Columbia or willing to relocate to British Columbia.
- \$72,000 CDN with full benefit package.
- Reports directly to the Executive Director. *In Q1 2025 the position will have the responsibility of supervising a new PT permanent support person in the position of Grant Contract Assistant (working title).*

How to Apply: Please send your cover letter and resume to humanresources@heritagebc.ca and please put in the subject line “**Community Heritage Coordinator Application**”. Applications will only be accepted by email. Only PDF documents will be accepted. No phone calls please. Closing Date: October 4, 2024.

The Search Committee appreciates your interest in this position but only the candidates selected for interviews will be contacted. All applications will be treated in confidence.

About Heritage BC

Heritage BC (HBC) is a member service organization with a proud legacy of providing programs and services to a diverse membership. [Heritage BC](#) supports and advocates for the broad heritage sector across British Columbia through education, training & skills development, capacity building in heritage conservation and planning, & grant funding through the Heritage Legacy Fund (HLF). Heritage BC offers the opportunity to work with heritage focused organizations, municipalities, and First Nations and their communities across the province.

Heritage BC is an organization that respects equity, diversity and inclusivity and is a leader in the heritage sector for developing resources on Indigenous engagement supporting reconciliation, and awareness of the impacts of Canada’s colonial history. In addition to inclusive hiring practices, Heritage BC has developed heritage sector resource materials that encourages improving organizational capacity through diversity and inclusion.

The entire staff team at Heritage BC supports the strategic priorities of: being a guiding leader and supportive connector for the heritage sector, building awareness of the importance and diversity of cultural heritage, building community partnerships and maximizing capacities of communities, and supporting being a member service organization in general.

Job Summary

The Community Heritage Coordinator has the primary objectives of:

- ensuring the management and development of the Heritage Legacy Fund and other grants administered by Heritage BC under a fee for service arrangement with the Province of BC. See below for more information about these funds;
- providing a specialist role about: the BC Local Government Act and its associated heritage tools (i.e. heritage designation programs and inventories, heritage conservation areas, and revitalization agreement); Standards and Guidelines for the Conservation of Historic Places in Canada; the importance of intangible cultural heritage; BC Conservation Act.

The Community Heritage Coordinator can expect that their first year will be about organizational and programmatic transition. There will be a shift in intake dates for the Heritage Legacy Fund, and the Community Heritage Coordinator will be part of the hiring of a new position (early 2025), designed to allow them greater capacity to focus on community heritage.

The Community Heritage Coordinator responds to heritage sector and community needs through education, resource development, advocacy for heritage and providing encouragement for greater heritage in the community.

The Heritage Community Coordinator fully understands the values of heritage in a community context and can champion the belief that heritage values are relevant to modern day conversations and powerful tools that help communities achieve desired change such as combating climate action and contributing to housing solutions.

A small team delivers the programs and services of Heritage BC. All team members require an energetic interest in the full operation of the organization. The Community Heritage Coordinator will become familiar with the value and importance of membership, education programs and resources, and other HBC strategic initiatives so that there can be overall organizational success.

ACCOUNTABILITIES

In 2025

- Be part of the hiring for the Administration and Contract Assistant (new position); and then be responsible for the tasking, integration and ongoing supervision of this new team member.
- Manage the one-time tasks and communications necessary to shift the Heritage Legacy Grant intake period from spring to fall.

Heritage Legacy Fund – Development and Growth (40%)

- Oversee the management of the Heritage Legacy Fund including evaluation of grant guidelines and priorities, review of policy, implementation of new processes, administrative efficiencies and brand recognition.
- Ensure accountabilities of the Administration and Contract Assistant are being met.
- Support the Executive Director in designing strategy for the growth of the HLF and/or securing of new fee for service grants that form part of the business model of HBC.
- Utilize data from current and past Heritage Legacy Fund projects, as well as other heritage projects funded through grants managed by Heritage BC, as a conduit into understanding what

type of heritage is occurring at the community level. Prepare analysis and reports useful for Heritage BC initiatives.

- Work with Board committees to ensure the implementation of the vision of the Heritage Legacy Fund.
- Conduct the eligibility checks for the Heritage Legacy Fund and other grant programs that may be administered by HBC. Put in place appropriate processes to support comprehensive understandings of the heritage aspirations from the community.
- Coordinate the adjudication committees necessary to determine the awarding of Heritage Legacy Fund. Develop juror materials and prepare jurors so they are confident in their task of adjudicating heritage grant requests. To be done in accordance with existing or new policy, and priorities that may surface within the heritage sector.
- Integrate best practices of grant philanthropy, including First Nations philanthropy underpinning the First People Cultural Foundation (FPCF), so that HBC can be a trusted funding partner within the heritage sector.
- Respond to grant synergies and opportunities between other heritage granting agencies, specifically the Provincial Heritage Branch of BC, FPCF, First People's Cultural Council (FPCC), and municipal focused heritage organizations such as Vancouver Heritage Foundation and others.
- Prepare formal grant summary reports for the Board and other related partners; prepare content for communications including media releases, social media announcements and other communications necessary to promote the Heritage Legacy Fund.

Sectorial and Community Heritage Support (30%)

- Provide heritage sector and community heritage support by responding to inquiries from members and the general public. From these interactions recognize trending issues and form recommendations about educational resources and networks needed.
- Support community relationship building via grants and other services offered by HBC.
- Be a knowledge provider on community heritage solutions such as tools for better understanding about insurance for heritage properties (designated or otherwise), building code limitations and applications, importance of Statements of Significance, housing pressures and, and awareness of intangible cultural heritage and better integration of heritage and archeology in practice.
- Be a knowledge provider about heritage tools and promote and support community implementation of heritage frameworks allowed for under the Local Government Act. These include heritage designation programs, heritage conservation areas, heritage revitalization agreements, and the Provincial Heritage Registry.
- Support the established partnerships and relationships with colleagues at the Provincial Heritage Branch and the FPCC, as well as other heritage minded organizations.
- Participate with partner advisories that may arise, such as with the Vancouver Foundation, so that Heritage BC can in the spirit of arts service organizations, support other organizations in their heritage and community development.

- Stay apprised of provincial, national and international heritage challenges and changes in legislation.
- Implement strategically, ways to make HBC a more data driven organization; improve the data collection processes and dashboard tools for the organization.

Organizational Support (30 % of time)

- Support HBC colleagues with heritage expertise & community relationships so that programs, webinars, heritage resources are relevant and accurate to community needs.
- Assist and collaborate with developing educational content and programs for annual conference; contribute to overall planning and promotion;
- Support and collaborate as necessary with the delivery of Heritage BC's annual awards program;
- Contribute collaboratively to the development and communication of Heritage Week;
- Inform HBCs communications outputs including regular Heritage BC electronic newsletters, website effectiveness, social media and media releases;
- Participate in the identifying of new HBC Resources;
- Prepare department/program budgets and financial reports, as required by the ED, for Board reporting;
- Perform other tasks as required by the ED.

About the Heritage Legacy Fund (HLF) Grant Program

The Heritage Legacy Fund is administered by Heritage BC. It is a fund that provides annual operating resources for Heritage BC as well as resources for the annual HLF grant program. The HLF grant program provides funding to community-based heritage conservation and awareness projects and encourages high standards of heritage conservation and the protection of heritage resources, so that there is support and increased awareness and understanding of BC's heritage resources. The HLF is considered a conduit to understanding community heritage initiatives across the Province.

Other Grants

Currently there are two other grant programs that Heritage BC administers on behalf of the Province of BC, under fee for service contracts. These grant programs are in their 'care and maintenance' stage with initial funds having been fully dispersed. The Community Economic Resource Infrastructure Program – Unique Heritage (CERIP): has 68 projects with funded project follow up and final reporting and analysis due 2023. 150 Time Immemorial Grant Program: has 92 projects with funded project follow up and final reporting and analysis due 2024.

QUALIFICATIONS AND EXPERIENCE

- Experience in being a supervisor of an employee who works remotely and has responsibilities to both the core program you manage as well as generally to the organization as a whole.

- Experience with heritage conservation and planning (in general) as you are a knowledge provider for the organization on these matters. Knowledge of BC Local Government Act and the Conservation Act.
- Experience with the values and principles of being a granting organization. Knowledge of trust-based granting/philanthropy systems and how granting best practices respects multiple perspectives and ways of knowing.
- Direct experience with budgeting and project management.
- Direct experience and know how to manage and collect data for analysis and reporting.
- Experience with preparing a variety of documentation including correspondence and reports.
- Experience with systems and processes used in a virtual office setting.
- Experience interacting with managers, staff team members and providing support.
- Familiarity with remote work with the ability to confidently access organization's files/systems.
- Experience with how non-profits function and understanding of their governance obligations.
- Experience with how values that support community engagement processes result in improved decolonization, indigenous relations, and capacity building with equity, inclusion and diversity.

Ability to:

- Efficiently use a variety of computer applications (e.g. Gmail for correspondence; MS Excel for spreadsheets; Google Drive and Google Docs); and the aptitude to learn and use software and technology being used by the organization.
- Apply excellent organizational and time-management skills to multitask and prioritize effectively.
- Knowledge of what inclusive and accessible programming means. It is important that there is personal recognition that museums, archives and historic sites are tied to a legacy of colonial power structures and discriminatory methodologies that have discredited and erased diverse communities. You will be committed to listening, understanding and responding to the change needed to bring about responsive collaboration and reconciliation within communities.
- Establish and maintain respectful, productive and cooperative working relationships with all levels of staff as well as external stakeholders and members of the public.

Skills and Attributes:

- Excellent written and verbal communication skills for clear and professional correspondence.
- Problem solving skills and the ability to interpret, assess and determine the issue at hand.
- Ability to work under pressure and meet deadlines without compromising quality.

Educational Background and Knowledge:

- Post-secondary degrees and/or diplomas in heritage planning, public history, cultural resource management, arts administration, community development, heritage conservation or other related disciplines.
- 5-7 years of related work experience in non-profit/charitable, philanthropic or related field or administration of programs with a high level of administration responsibility in heritage related programming.

- Must have excellent working knowledge of heritage conservation areas, heritage revitalization agreements, and the Provincial Heritage Registry and how the Local Government Act promotes community heritage. Knowledge of Canada's Standards and Guidelines and the importance of Statement of Significance in heritage conservation.