

Heritage BC



Heritage Program 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 some opportunity for a modified schedule.
- Preference will be given to current residents of British Columbia or candidates willing to relocate to the province.
- \$66,500 CDN with full benefit package.
- Reports directly to the Executive Director.

How to Apply: Please send your cover letter and resume to humanresources@heritagebc.ca and please put in the subject line “**Heritage Program Coordinator Application**”. Applications will only be accepted by email. Only PDF documents will be accepted. No phone calls please. Closing Date: February 14, 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.

Heritage BC



Job Summary

The Heritage Program Coordinator will oversee the development and delivery of Heritage BC's core programs, including the Annual Heritage Conference, BC Awards, and educational initiatives such as webinars and workshops. Some knowledge of the diverse factors intersecting with the heritage sector—such as climate change, housing, and reconciliation—will be valuable for understanding heritage's broader impact in British Columbia and beyond.

Key focus areas that differentiate heritage programming from traditional arts and museum programming include integration of heritage planning, conservation, cultural resource management, and applying public history to foster sustainable communities.

The Coordinator will also cultivate cross-sector partnerships, collaborating with organizations addressing interconnected challenges like climate action, housing, and land trusts. This role offers an exciting opportunity to lead established programs while innovating and shaping the position to support the evolving needs of the heritage sector. Meaningful engagement with Indigenous and other cultural groups will be essential to ensure all programs are inclusive, culturally sensitive, and impactful.

Accountabilities

- Design and oversee programs that develop heritage-focused skills and knowledge.
- Foster collaboration among Heritage BC (HBC) members, heritage sector advocates, and partners, while building connections with non-heritage sectors.
- Align programming opportunities with the goals outlined in HBC's 2025–2028 Strategic Plan.
- Plan and execute HBC's annual conference and Heritage BC Awards
- Develop an educational framework to support HBC's long-term programming vision.
- Collaborate with the HBC staff team to contribute to data-driven decision-making initiatives.

Key Programs

Annual Conference (Event occurs in May)

- Lead all conference planning processes (except communications) to ensure the successful delivery of the event, with content frameworks tailored to reflect the interests of host communities and target audiences.
- Build respectful relationships with host community partners, including Indigenous organizations, governments, and heritage representatives.
- Provide oversight and direction to the local conference logistics contractor.
- Keep the entire staff team and conference planning committee informed through a collaborative planning process.

Heritage BC Awards (Event in September)

- Deliver the Heritage BC Awards program; revise and update program guidelines and nomination forms as required.
- Manage nominations and the nomination process.
- Liaise with the Awards Committee (including Board Directors), set meeting agendas, and assemble the Awards Jury. Chair meetings and manage the adjudication process.
- Develop awards presentations and supporting materials.
- Plan and organize the Heritage BC Awards Ceremony—an evening event to recognize and celebrate award recipients.

Heritage Week (Third Week of February)

- Collaborate with the Communications, Membership & Development Coordinator to develop the annual theme and outreach materials.

Educational Programming: Webinars, Workshops, Online Courses

- Collaborate with skilled professionals to design and coordinate training, conservation, and education programs that meet the needs of HBC members, communities, and broader audiences.
- Work collaboratively with the Community Heritage Coordinator to ensure programs and initiatives are guided by the needs of BC's heritage community and address key sector-wide challenges.
- Partner with organizations and delivery agents to expand and enhance heritage education opportunities.
- Identify opportunities for training and education programs, support market development, and contribute to business case planning for new initiatives.

Community Engagement and Support

- Stay informed about provincial, national, and international heritage challenges and legislative changes, sharing insights with members through programs.
- Build alliances to foster reciprocal awareness of programs and initiatives.

Marketing and Communications

- Work collaboratively with the Communications, Membership & Development Coordinator to develop and implement strategic communication strategies across all channels.

Organizational Administrative and Financial Support

- Working with the Database Administrator & Analyst, maintain records and track participation data for all ongoing programs.
- Utilize technology tools to create meaningful experiences for audiences and participants.
- Ensure program evaluation processes are integral to program planning.

- Leverage digital platforms, technology, and remote collaboration tools for team and organizational success.
- Manage financial tracking and reporting for program offerings while working within the organization's budget.
- Maintain detailed planning notes and ensure clear organizational filing of digital records and assets.

Skills and Qualifications

- Post-secondary diploma or higher in fields such as public history, cultural/heritage resource management, public education, art programming, community development, or related disciplines.
- 3–5 years of experience in learning and program development, delivery, and engagement evaluation.
- Excellent written and verbal communication skills.
- Experience in event planning, including pre-planning and organizing work remotely, with some programs and events taking place in person. Familiarity with conference planning and in-person event coordination is an asset.
- Proficiency with technology and software platforms for remote work and digital educational resource delivery.
- Experience with social media, digital communication strategies, and collaboration with communications teams.
- Proven ability to work with and lead geographically dispersed teams.
- Cultural agility and experience collaborating with individuals and groups with diverse cultural backgrounds.
- Knowledge of heritage conservation legislation, policies, and regulations in British Columbia is an asset.