



Heritage Communications Project Coordinator

Student Temporary Full-time; Funded through Young Canada Works

Remote work. 35 hours a week. Hourly wage: \$23.00

Start date May 1, 2025. 14-week placement.

Ideally an undergraduate student either studying in British Columbia or a resident of BC

About Heritage BC

Heritage BC supports and advocates for the broad heritage sector across British Columbia through education, training and skills development, capacity building in heritage planning, and funding through the Heritage Legacy Fund. We are passionate about building links between heritage conservation and tourism, economic and environmental sustainability, community pride and education, and an appreciation of our diverse and common histories.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. In addition to inclusive hiring practices, Heritage BC has developed heritage sector resource materials that encourages improving organizational capacity with diversity and inclusion. This being a virtual job placement makes it ideal for candidates that may have considerations that make in-office work difficult.

About this Role

The Heritage Communications Project Coordinator will assemble compelling and informative content about heritage conservation and awareness projects that have received grant funding from Heritage BC. The goal is to build a framework for data collection from identified heritage projects to be researched. The collected materials will be used for future advocacy purposes and shared through various communication channels of HBC. The Project Coordinator will conduct outreach to identified projects, research, and develop stories. There will be coordination with local photographers to document identified projects.

Tasks

- Collaborate with other team members (Communications Specialist, Community Heritage Coordinator) to complete the project on schedule.
- Assist in review and selection of completed projects to capture and feature.
- Develop a framework for researching and presenting chosen projects.
- Communicate with grant recipients via telephone, e-mail, and virtually.
- Research and record details of projects according to the framework.
- Generate content on featured projects (social media, blogs, newsletters).
- Assist Heritage BC staff with tasks relating to upcoming programs and services.
- Opportunity to assist with general Heritage BC administration as identified and a match to the student's skills and interests.



Outputs

- Assembled stories with photographs and content suitable for social media posts (Instagram, Facebook) and blog posts (Wordpress).
- Described project framework with process to assemble and conduct research of heritage projects for data gathering and advocacy purposes.
- Resources: template emails; agreements; releases.
- Final written report outlining the subjects and process, challenges and successes.
 - Internal project evaluation.
 - Recommendations for future implementation.

Skills and Qualifications

- At least two years of post-secondary level education.
 - Preferably a student at a BC Institution or
 - A resident of British Columbia as well as a student who meets eligibility criteria for Young Canada Works.
 - Educational focus on communications, journalism, marketing, or heritage.
- Excellent written and verbal skills and attention to detail. Strong written and verbal communication abilities, with a knack for storytelling and engaging diverse audiences.
- Comfortable working in a virtual/remote office with collaborative technologies such as Google Drive and Zoom.
- Candidates must provide their own computer, internet and work space suitable to conduct business.
- Candidates should demonstrate an interest in cultural and heritage
- Experience working in not for profit and service organizations is an asset

Heritage BC prioritizes hiring youth facing barriers to employment. If you are experiencing barriers to employment please note them in your cover letter.

How to Apply

Send your cover letter and resume to humanresources@heritagebc.ca and put in the subject line “Heritage Communications Project Coordinator”.

Applications will only be accepted by email. Only PDF documents will be accepted. No phone calls please.

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