



**JAPANESE
CANADIAN
LEGACIES**

Job Opening

Community Fund Coordinator | JCLS Community Fund

ORGANIZATIONAL OVERVIEW

The Japanese Canadian Legacies Society is a British Columbia-based society set up to oversee the implementation of legacy initiatives created under the umbrella of the National Association of Japanese Canadians from 2020 – 2022 in consultation with Japanese Canadian communities. Based on a 2022 \$100 million historical wrongs framework, the initiatives include Monument; Education; Seniors Health & Wellness; Community & Culture; Heritage; and Anti-racism. The JCLS office is responsible for overseeing the Community Fund, BC Heritage Sites, and Monument.

For more information, visit jclebrities.com

POSITION SUMMARY

The Community Fund Coordinator will assist the Community Fund Manager and associated JCLS staff with the effective implementation and delivery of the JCLS Community Fund program, and the coordination of specific project streams. The JCLS is looking to hire two Community Fund Coordinators to support managers in the following streams:

- Community Projects
- Infrastructure

The Community Fund Coordinator is responsible for the administration and coordination of the Community Fund including meeting arrangements, maintaining filing systems, preparing reports and correspondence, and supporting day to day office operations. The Community Fund Coordinator will have very strong communication, organization, and administrative skills, in addition to the ability to work both independently and as part of a team.

PERIOD OF PERFORMANCE

- Full-time
- 1 year contract, with the possibility of renewal

SALARY

- Up to \$55,000 CAD

WORK MODEL

- Hybrid, located in the Lower Mainland of BC
- The Community Fund Coordinator will be required to meet with the JCLS Project Office in-person several times a month (Burnaby, BC).

REPORTING RELATIONSHIPS

- Community Fund Manager
- CEO of the JCLS Project Office
- Controller

Community Fund Coordinator | JCLS Community Fund continued

ESSENTIAL FUNCTIONS

- Assists the Community Fund Manager with the day-to-day operations of Community Fund programs and projects
- Aids with analysis of applications to ensure stream guidelines are met: Assesses the completeness of application material and alerts the Community Fund Manager of any insufficiencies
- Assists with the preparation, management, and tracking of application and assessment documents
- Aids in the preparation of correspondence, memos, reports, guides, and other materials
- Supports the Community Fund 'help desk' by responding to email inquiries or phone inquiries as directed by the Community Fund Manager
- Prioritizing and creating tasks lists for the manager the Coordinator supports
- Support the Community Fund Manager in grant trackers and agreements, receiving interim and final reports, and reviewing them for completeness
- Liaises with finances and operations in the preparation of regularly scheduled reports
- Organizes meetings, prepares agendas, and takes minutes
- Provides short term administrative and/or operational support to the the JCLS Office and/or their related programs as needed
- Completes additional duties as may be required

POSITION QUALIFICATIONS

Experience & Skills Required

- 1 – 2+ years experience working with a small team in a fast-paced environment working with detailed projects
- Excellent written and verbal communication skills in English
- Strong proficiency in Google Suite and Microsoft Office Suite (Excel, PowerPoint, Word)
- Demonstrated ability to manage multiple priorities, produce results within deadlines and facilitate relationships among multiple parties
- Excellent organizational skills and strong attention to detail
- Demonstrated ability to work effectively and ethically in diverse settings
- Ability to take notes during meetings and synthesize information
- Attention to confidential information
- Ability to work efficiently independently, reporting daily to the JCLS Project Office
- Ability to work non-traditional hours, including evenings and weekends as required
- Knowledge of the history of the forced uprooting and displacement of 22,000 Japanese Canadians in BC are considered an asset
- Experience in the non-profit sector is considered an asset
- Prospective candidates must be eligible to work in Canada

Please email resume and a short cover letter to hr@jclgacies.com

with the subject line “[First Name Last Name] CF Coordinator Application.”

Along with your application, please also specify which stream you are interested in applying for.

The JCLS will not accept applications after 5pm PST on Wednesday, April 24, 2024.

