



JAPANESE CANADIAN LEGACIES

Job Opening

Community Fund Manager, Community Projects
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 Manager, Community Projects will support the effective implementation and delivery of the JCLS Community Fund Community Projects Stream. The Community Fund Manager is responsible for the leadership and coordination of this stream, which includes addressing applicant inquiries and providing application notifications, work planning, reporting, and communications. The position requires the skill set to be able to engage directly with community groups of diverse backgrounds. The successful applicant will have very strong project coordination and administrative skills, including project tracking, overseeing data management and payment processing for this stream, and providing regular project updates to the CEO.

PERIOD OF PERFORMANCE

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

SALARY

- Starting at \$70,000 CAD depending on experience

WORK MODEL

- Hybrid, located in the Lower Mainland of BC
- The Program Manager will have the option to work from home, and will be required to meet with the JCLS Project Office in-person several times a month (Burnaby, BC).

REPORTING RELATIONSHIPS

- CEO of the JCLS Project Office

Community Fund Manager, Community Projects

JCLS Community Fund continued

ESSENTIAL FUNCTIONS

- Analyzes applications to ensure stream guidelines are met; assesses mandate, organizational structure, expenditures, and other such criteria to determine viability of applications and projects;
- Coordinates assessment teams for the Community Projects stream in collaboration with JCLS Project Office
- Oversees the Community Projects stream with project coordination and administrative skills, including project tracking, overseeing data management and payment processing for this stream
- Able to supervise and direct staff
- Maintains communication with all grant recipients to ensure project outcomes and financial reporting are met, including identifying possible risks of projects which are in development
- Records management of all applications and related documents (i.e. inquiries by the applicants and responses by the Project Office, analysis, correspondence, interim and final assessments as required, etc)
- Organizes and maintains database and filing system for program streams and projects; develops protocols for the above so files can be easily accessed by the Project Office
- Manages program budgeting and reporting to the JCLS Project Office
- Works in coordination with the Junior Accounting Clerk to track quantitative reporting of funded projects

POSITION QUALIFICATIONS

Experience & Skills Required

- Minimum 2 – 5 years of related experience in the realm of program management and/or program coordination
- Excellent written and verbal communication skills in English
- Demonstrated ability to manage multiple priorities, produce results within deadlines and facilitate relationships among multiple parties
- Experienced in managing employees
- Demonstrated ability to work effectively and ethically in diverse settings
- Strong proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) and Google Suite.
- Excellent organizational skills and strong attention to detail
- Ability to work in a fast-paced environment
- Has organized and facilitated meetings (in-person, by telephones, Zoom, and other social media platforms)
- Attention to confidential information
- Ability to work well in a team environment
- Ability to work efficiently independently, reporting daily to the JCLS Project Office
- 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@jclebrities.com with the subject line “[First Name Last Name] CF Program Manager, Community Projects Application.”

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

