

Job title	Program Coordinator
Job classification	PM-02
Reports to	Executive Director

Job Purpose

Consistent with the UNESCO Man and the Biosphere programme and the mandate of community foundations, your responsibilities as Program Coordinator includes stewarding grant processes and supporting projects related to the CBT's core priorities.

Duties and Responsibilities

Stewarding Granting Processes

- Coordinates granting for two CBT advisory committees (Arts & Culture and Youth & Education).
- Supports the CBT advisory committees (Arts & Culture and Youth & Education) and maintains relationships as part of coordinating the recruitment, retention, and recognition of volunteers.
- Coordinates the CBT/Genus Education Award Program.
- Utilizes and maintains CBT's online granting system to deliver granting programs.
- Maintains relationships with grantees.
- Contributes to information collection and analysis for the annual CBT impact report and other program evaluations.

Program Coordination

- Supports projects related to CBT core priorities which include Empowering Youth and Healthy Communities and Ecosystems.

Community Relations

- Cultivates respectful and reciprocal relationships between CBT and communities of the region through visits and participation in events.
- Participates in local, regional, and national committees aligned with CBT's UNESCO Biosphere and community foundation mandate and programs.

Teamwork

- Provides day-to-day office presence and support as needed.
- Contributes content to all CBT communications.

All other duties as assigned by the Executive Director.

Working Conditions

- 7.5-hour workday / 30-hour work week.
- Ability to work on a flexible schedule (evenings and weekends) may be required to attend events and meetings during evening and weekends.
- Valid Class 5 Driver's license and access to vehicle required to travel to occasional meetings, events, and presentations across the Biosphere region.

Physical and Mental Requirements

- The position will require long hours sitting in front of a computer screen.
- The position will require travel by small boat and float plane to remote communities.

Direct Reports

None.

Qualifications (subject to modifications dependent on staff compliment and/or operational requirements)

Knowledge	Knowledge of Nuu-chah-nulth history, communities, and priorities in the Biosphere Region. Knowledge of programs and initiatives in the Biosphere Region. Knowledge of conservation and sustainable development (preferred but not required).
Skills / Abilities	Strong listening, presentation, and networking skills. Strong inter-personal skills. Ability to connect strategic direction and programs to ensure community needs and organizational mandates are met. Ability to work through conflict and diversity of thought. Ability to work in collaboration with multiple stakeholders. Ability to create and cultivate partnerships.

Education	Post-secondary degree in a related field of study such as Indigenous studies, social sciences, public health, or other relevant programs (preferred but not required).
Professional Certifications	N/A
Personal Suitability	Flexibility, Empathy, Resilience, Integrity, Compassion, Good Judgement, Creativity, Teamwork, Open-mindedness
Values	Communication, Learning, Being Cutting-Edge, Perseverance to Deliver, Respect, Joy

Date Last Reviewed	February 7, 2022
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	Name	Signature	Date
Approved By			
Employee			