



**We're looking for a new team member!**

**Executive and Finance Assistant  
30 hours/week**

**About the Position**

The Executive and Finance Assistant will support the CBT across all program areas. The successful candidate will coordinate the day-to-day administration and operations of the CBT office, creating a welcoming space, hosting events, updating administrative practices, and maintaining records. They will work closely with the Executive Director to support the Board of Directors, as well as work closely with the Finance Coordinator to assist with bookkeeping processes. The Executive and Finance Assistant will work across the CBT to support our programs and events.

**Please see the job description for detailed responsibilities.**

**About You**

You are a self-starter with strong relationship-development and interpersonal skills, organizational and planning skills, a high degree of professionalism, and an understanding of the history and cultures in the region. You bring:

- Strong written and verbal communications skills with staff teams and the public.
- Problem solver, responsive to organization's needs.
- Experience utilizing Office 365 is an asset.
- Office administration training or another relevant education is an asset.
- Basic accounting and bookkeeping skills, experience with financial software is an asset.
- Familiarity with financial processes and record keeping.
- Detail orientated and good organizational skills.
- Significant experience in working in a cross-cultural setting.
- A willingness to learn and a strong passion for the Biosphere Region.

**Location**

This position is based at the CBT office (316 Main Street, Tofino). Some regional travel is required, and applicants must have access to reliable transportation.

**What We Offer**

The successful applicant can expect an hourly salary of 29.43, as well as a comprehensive benefit package. This is a 30 hour/week ongoing position starting as soon as possible. We encourage open dialogue regarding your optimal work week (e.g. 6 vs. 7.5 hour days; 4 day work week vs 5 days) in order to provide work/life balance.

## **To Apply**

Please reach out to Rebecca Hurwitz by phone or email (250-266-0106; [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org)) to learn more about this position. To apply, we welcome a brief cover letter and resume by August 23<sup>rd</sup> at 4 p.m. to [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org). Preference will be given to qualified applicants residing in the Clayoquot Sound Biosphere Region.

The CBT embraces diversity and inclusion. We welcome applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, LGBTQ2+, and others who may contribute to the CBT's organizational diversity. We're working to create a team that is as diverse as the communities we serve and an environment where every team member brings their whole self to work.

We are committed to providing reasonable accommodations throughout the recruitment process to ensure an enjoyable candidate experience. If you require an accommodation during the recruitment process, we invite you to submit your request to Rebecca via email. All information received will be kept confidential.

## **About the CBT**

The Clayoquot Biosphere Trust (CBT) is a registered charity based on the west coast of British Columbia. Established in 2000, CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere. We pair this spirit of community with the power of a global presence to bring more people together for a shared understanding.

We are one of 1800 community foundations worldwide implementing the United Nations' goals to reduce poverty, end hunger, ensure quality education, and protect the environment. CBT also oversees the Clayoquot Sound Biosphere Region designation, one of Canada's 19 UNESCO biospheres, and sustainability is at the heart of everything we do. Our team works to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.

The CBT carries out our work in the territories of hišk<sup>wii</sup>?atḥ (Hesquiaht First Nation), ʕaaḥuus?atḥ (Ahousaht), ʕa?uuk<sup>wi</sup>?atḥ (Tla-o-qui-aht First Nations), Yuuḥu?i?atḥ Government (Ucluelet First Nation), and tuk<sup>waa</sup>?atḥ (Toquaht Nation).