



We're looking for a new team member!

**Community Initiatives Assistant
30 hours/week**

About the Position

The Community Initiatives Assistant supports the delivery of community-based programs, networks, and initiatives that advance the Clayoquot Biosphere Trust and Coastal Family Resource Coalition's mission and strategic priorities. This position coordinates the Neighbourhood Small Grants program, literacy initiatives, and supports the Community Developer with administration of the Coastal Family Resource Coalition. The assistant builds and maintains relationships with community partners, funders, and stakeholders; supports community-led initiatives through an asset-based community development approach; and contributes to the planning, delivery, and reporting of programs that strengthen community well-being and capacity across the Biosphere region.

Please see the job description for detailed responsibilities.

About You

You are a highly organized and community-minded professional who enjoys bringing people together and helping community initiatives succeed. You thrive in collaborative environments, can manage multiple priorities, and are comfortable balancing administrative responsibilities with relationship-building and community engagement.

You are an excellent communicator who can build positive relationships with diverse community members, partners, and volunteers. You bring strong organizational skills, attention to detail, and a proactive approach to supporting programs, events, meetings, and projects.

Ideally, you have experience in education, community development, Nuu-chah-nulth language, program coordination, literacy, or a related field. You are comfortable working independently, collaborating with multiple partners, and adapting to evolving priorities and opportunities.

Most importantly, you share our values of communication, learning, respect, perseverance, innovation, and joy, and are excited to contribute to the well-being of communities across the Clayoquot Sound 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 \$37.02, as well as a comprehensive benefit package. This is a 30 hour/week position starting as soon as mid-September. We encourage open dialogue regarding your optimal work week (e.g. 6 vs. 7.5 hour days; 4 vs 5 day work week) 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) to learn more about this position. To apply, we welcome a brief cover letter and resume by September 8th at 4 p.m. to rebecca@clayoquotbiosphere.org. Applications will be reviewed on an ongoing basis, and interviews may begin before the posting closing date. We encourage interested candidates to apply early. 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 hiškʷiiʔath (Hesquiaht First Nation), ʔaʔuukʷiʔath (Tla-o-qui-aht First Nations), Yuuʔuʔitʔath Government (Ucluelet First Nation), and tukʷaaʔath (Toquaht Nation).