

Job title	Community Initiatives Assistant
Job Classification	PM - 02
Reports to	Director of Grants and Community Initiatives

Job Purpose

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.

Duties and Responsibilities

Grant Support (15 hours/week)

- Coordinates the Neighbourhood Small Grant program which includes project support, grant review committee and attends network events.
- Coordinates other granting such as the field trip funding program.
- Provides general support for the grants team including meeting logistics and minutes, application review and processing.
- Coordinates logistics for CBT events such as grant information sessions and open houses.
- Assists with public outreach to increase CBT's presence and visibility in the communities, as well as to increase community awareness of CBT programs and activities and develop relationships.
- Participates in team meetings and planning processes.
- Contributes content for CBT communications to raise awareness of CBT programs and activities within and outside the region.

Coastal Family Resource Coalition Support (3.5 hours/week)

- Supports the CFRC network meetings, working groups, and events. This includes the preparation and distribution of agendas and documenting meeting minutes, complete tasks and follow-up on action items between meetings.
- Creates, distributes and maintains the CFRC monthly newsletter and website.

- Utilizes asset-based community development approaches that ensure regional voices are represented at the CFRC network.

Literacy Coordination (11.5 hours/week)

- Builds relationships with the participating communities to support communities to deliver and sustain local literacy initiatives.
- Works with partners in all west coast communities to develop a literacy plan in alignment with Decoda Literacy.
- Promotes the various literacy days and events throughout the year such as Raise-a-Reader and Family Literacy Day.
- Attends and participates in relevant community meetings throughout the region.
- Contributes to funding proposals to support literacy activities and initiatives throughout the region.
- Provides reporting on activities and finances to Decoda Literacy Solutions and other funders when required.
- Creates quarterly work plans with the Community Developer to align CFRC network priorities and activities.
- Provides monthly reports/up-dates at the CFRC meetings and supports meeting facilitation as required.

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 evenings 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.

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

Education	Bachelor of Education or a degree in social sciences, Nuu-chah-nulth language, or a related field (preferred). Training in adult or child learning principles. Training in asset-based community development, project
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	coordination and volunteer management.
Professional Certifications	No specific professional certification is required; however, certifications relevant to education, community development, or project management are considered an asset.
Experience	Experience developing and maintaining respectful relationships with First Nations communities, Indigenous partners, and diverse stakeholders. Experience working within diverse cultural environments and applying principles of equity, inclusion, and cultural humility in professional practice. Experience in fund raising, proposal writing and working with funders.
Knowledge	Knowledge of community development, health and literacy priorities. Knowledge of Nuu-chah-nulth governance structures, protocols and cultural safety. Understanding barriers to learning, such as poverty, neurodiversity, or systemic issues affecting Indigenous peoples. Knowledge of government programs and initiatives in the Biosphere Region (preferred).
Skills / Abilities	Strong listening, presentation, and networking skills. Strong interpersonal skills. Strong fundraising skills. Ability to connect strategic direction and programs to ensure community needs and organizational mandates are met. Strong program development skills. Ability to work through conflict and diversity of thought. Ability to work in collaboration with multiple stakeholders. Ability to create and cultivate partnerships.
Personal Suitability	Flexibility, Empathy, Resilience, Integrity, Compassion, Good Judgement, Creativity
Values	Communication, Learning, Being Cutting-Edge, Perseverance to Deliver, Respect, Joy

Date Last Reviewed	July 2026
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	Name	Signature	Date
Approved By			
Employee			