Job title	Eat West Coast and Executive Assistant
Job Classification	PM-02
Reports to	Executive Director

Job Purpose

The Eat West Coast and Executive Assistant role is a new position that combines program coordination with executive and administrative support. Consistent with the UNESCO Man and the Biosphere programme and the mandate of community foundations, the position coordinates projects and partnerships that advance community food security and sovereignty in the Clayoquot Sound Biosphere Region. The role also coordinates day-to-day CBT office operations, including welcoming visitors, supporting meetings and events, updating administrative practices, and maintaining records. The position supports the Executive Director through scheduling and calendar coordination, meeting and travel arrangements, correspondence, and tracking deadlines and follow-up actions. Working closely with the Executive Director and Board of Directors, the successful candidate will bring service orientation, strong relationship-building skills, discretion, and sound judgment in handling confidential information to keep CBT operations responsive and professional.

Duties and Responsibilities

Eat West Coast – 40%

- Plans and delivers the Eat West Coast program as part of the Island Food Hub network and in accordance with the Island Health service contract. Collaborates with network and community partners to advance collective action on food security, guided by the network's Terms of Reference.
- Plans and delivers projects and programs that advance community food security and sovereignty in line with community priorities, including equitable regional food access, food preservation, and food literacy.
- Develops policies, procedures, and partnerships for the future Community Teaching Kitchen in the Biosphere Centre.
- Develops and supports workshops and events that build community capacity.
- Seeks funding for food security programs and networks, including collaborating with other organizations on fundraising for shared goals.
- Supports CBT granting processes that advance food security.

- Maintains Eat West Coast's community relationships and presence through community visits and participation in events.
- Participates in local and regional committees and initiatives that align with CBT's UNESCO Biosphere and Community Foundation mandate and food security programs, including the Coastal Foods Roundtable and ACRD's agri-planning initiatives.

CBT Operations - 20%

- Maintains a welcoming, functional office by coordinating internal and external use of the space, maintaining supplies and equipment, managing mail, the phone system, and the general inquiry email inbox, and supporting emergency preparedness.
- Leads CBT's Ocean Friendly Business implementation, working toward zero waste and the use of environmentally friendly products.
- Welcomes office visitors, including volunteers, grantees, and donors, and responds to general inquiries and requests for information. Supports visits by guests, including politicians and representatives of other biosphere reserves and community foundations.
- Maintains contact lists, records, electronic files, and passwords in accordance with CBT systems.

Executive and Governance Support – 20%

- Supports the Executive Director by managing scheduling and calendar priorities, coordinating meetings and travel, preparing meeting materials, and tracking deadlines and follow-up actions.
- Drafts and coordinates correspondence on behalf of the Executive Director and follows up on responses as directed.
- Builds relationships with board members and helps host meetings in a spirit of connectedness, appreciation, and service.
- Supports the Board of Directors, Executive Committee, and Biosphere Centre Development Committee by creating a welcoming atmosphere, coordinating meeting logistics and attendance confirmations, recording minutes, and managing records.
- Handles confidential executive and board information with discretion, maintains secure records, and exercises sound judgement when responding to sensitive inquiries.
- Supports year-end reporting by finalizing meeting minutes and maintaining board records for submission.

Program Support – 10%

- Coordinates logistics for CBT events, including volunteer appreciation events, grant information sessions, research gatherings, and open houses.
- Provides administrative support for all programs and staff:
    - Assists with in-person, remote, and hybrid meetings by supporting guests and recording minutes.
    - Arranges travel, catering, and expense claims to support engagement and accessibility.

Teamwork – 10%

- Participates in team meetings and planning processes.
- Contributes content to CBT communications to raise awareness of programs and activities within and outside the region.

Working Conditions

- 7.5-hour workday / 37.5-hour workweek.
- A flexible schedule, including evenings and weekends, may be required to attend events and meetings.
- A valid Class 5 driver's license and access to a vehicle are required for occasional travel to meetings, events, and presentations across the Biosphere Region.

Physical and Mental Requirements

- Requires prolonged periods of sitting and working at a computer.
- Requires travel by small boat and float plane to remote communities.

Direct Reports

See organizational chart.

Qualifications (subject to change based on staff complement and/or operational requirements)

Education	Training in a related field such as public health, food systems, asset-based community development, public administration, or office administration.
Professional Certifications	No certification required. Food Safe, Market Safe, or similar food-handling experience is an asset.
Experience	Experience in granting, proposal writing, and program planning. Experience in food systems or public health (preferred). Significant experience working in a cross-cultural setting (preferred).

	Experience providing administrative support, including calendar coordination, meeting preparation, records management, and tracking deadlines and follow-up actions. Familiarity with financial processes and recordkeeping.
Knowledge	Knowledge of food systems, food security in public health or policy, or community food services. Knowledge of conservation and sustainable development. Knowledge of First Nations issues and communities in the Biosphere Region, and a commitment to supporting Indigenous food sovereignty (preferred). Knowledge of government programs and initiatives in the Biosphere Region (preferred).
Skills / Abilities	Ability to align programs with strategic direction to meet community needs and organizational mandates. Ability to collaborate with multiple stakeholders and build and sustain partnerships. Excellent task management, prioritization, and organizational skills. Excellent listening and networking skills. Computer literacy with major platforms and software. Experience using Office 365 is an asset.
Personal Suitability	Organization, flexibility, empathy, resilience, integrity, compassion, good judgement, creativity, teamwork, and open-mindedness.
Values	Communication, Learning, Being Cutting-Edge, Perseverance to Deliver, Respect, Joy

Date Last Reviewed	

	Name	Signature	Date
Approved By			
Employee			