



## **POSITION AVAILABLE: PROVINCIAL COORDINATOR**

The BC Heritage Fairs Society (“BCHFS”) is a provincially registered non-profit organization that coordinates Regional Heritage Fairs and an annual Provincial Heritage Fair in BC. The BCHFS is seeking a Provincial Coordinator who will be an inspiring leader, an effective administrator, and a proponent of the leadership potential in young people. This contract position will commence as soon as possible and no later than April 30, 2017.

Learn more about the BCHFS and its mission at [www.bcheritagefairs.ca](http://www.bcheritagefairs.ca).

### **Duties and Responsibilities**

Develop, support and promote the Heritage Fairs program in British Columbia by:

- Communicating with teachers and Regional Fair coordinators to encourage the development and expansion of Community and Regional Fairs;
- Facilitating the flow of information between the BCHFS and Regional Fair coordinators;
- Actively seeking sources of funding for the BCHFS; preparing funding proposals and managing donor relationships;
- Building and maintaining relationships with School Districts, Ministries of the Provincial Government, and other related organizations;
- Overseeing the management of the BCHFS website, monthly newsletter, and other external communications;
- Coordinating the organization of the Provincial Fair through budgeting, leading an organizing committee, and oversight of all necessary travel and onsite arrangements for student participants and adult chaperones;
- Collecting and compiling annual reports and statistics;
- Organizing and attending meetings of the Board of Directors of the BCHFS, including monthly teleconferences, an Annual General Meeting, and various *ad hoc* meetings;
- Providing support for additional activities undertaken by the Board of Directors; and
- Performing other duties and responsibilities as required.

### **Desirable Qualifications**

- High energy, enthusiasm, and interest in Canadian heritage and history.
- Experience in delivering programs for children and youth.
- Strong organization and communication skills.
- Extensive experience in fundraising for non-profit organizations.
- Experience in creating and adhering to budgets.
- Knowledge and comfort using computer programs – word processing, social media and website management.
- Familiarity with the BC school system and the social studies curriculum is an asset.

## Terms of Work

- Duration of contract is from the start date to July 31, 2017.
- The contract may be renewed annually (typically August 15 to July 31).
- Hourly rate of \$25.00 per hour, to a contract term maximum of 240 hours or \$6,000.00 (April through July 2017). There may be additional opportunities for further paid work during this period.
- Coordinator must be able to respond to a monthly workload which fluctuates according to the school calendar.
- Coordinator is responsible for providing his/her own workspace and office equipment.
- Coordinator will be remunerated upon submission of a monthly invoice, including an outline of activities undertaken and number of hours worked.
- Pre-approved travel and other expenses will be reimbursed.
- The successful candidate will report to the Executive of the Board of Directors.

## To Apply

The position will remain open until a candidate is selected.

Please email curriculum vitae and cover letter, together with the names and contact coordinates of three references, to [coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca). References will be contacted only following candidate interviews.

We thank all applicants for their interest in the position; however, only those candidates selected for interviews will be contacted by the BCHFS.

For further information, please contact:

Becky Burns  
Interim Provincial Coordinator  
[beckyburns@hotmail.com](mailto:beckyburns@hotmail.com)  
604-739-1461

or

Judy Dunn  
Treasurer, BC Heritage Fairs Society  
[jdunn@sd73.bc.ca](mailto:jdunn@sd73.bc.ca)  
250-852-0884