



VOLUNTEER POSITION AVAILABLE: ALUMNI 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 an Alumni Coordinator who will be an inspiring leader, an effective administrator, and a proponent of the leadership potential in young people.

The Alumni Coordinator is responsible for leading a team of 13 youth who have participated in our program in past years. The role of the Alumni Coordinator is to develop opportunities for these students to formally support the BC Heritage Fairs program throughout the year and during the Provincial Fair event. This volunteer position is ideal for student-teachers or university students studying education or history.

The position requires a commitment of approximately 5-10hrs per month. The position would begin in October 2017 with a month of training, with support throughout. The Alumni student program this position oversees would begin in November and runs through August 2018. A commitment for the full year is required, with the opportunity to renew the volunteer contract. No salary, but expenses paid.

Learn more about the BCHFS and its mission at www.bcheritagefairs.ca

Duties and Responsibilities

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

- Reviewing Alumni applications in October and select an alumni team of 13 students from across the province.
- Designing a yearly program or project for the alumni team to work on throughout the year. This could be monthly discussions on a specific theme, guest speakers, or student projects. (In the past, projects have included social media campaigns and independent video projects.)
- Organizing and leading monthly conference calls for the Alumni team where they will discuss their yearly project, update the group on any “homework” assignments for the month, and share news in general about the society.
- Creating and circulating a monthly meeting agendas and minutes to students.
- Create and manage a social media schedule for students. Students will agree to create two blog posts and two Facebook posts throughout the year. They sign up for a specific date to submit these posts, and the Alumni Coordinator publishes the posts to the various social media outlets.
- Managing the official BC Heritage Fairs Alumni Wordpress Blog.
- Update the BC Heritage Fairs Society Board of Directors on the monthly activities of the Alumni Team.

- In May, circulate application forms to the Alumni Team to determine which students are best suited to attend the Provincial Fair as official Alumni Representatives.
- If able, attend and manage the Alumni Provincial Fair Representatives at the Provincial Fair in July (5 days). Alumni Representatives are usually responsible for mentoring the regional delegates, running ice-breaker activities, and designing a workshop event for the regional students. The Alumni Coordinator helps ensure the Alumni Representatives are organized and ready to lead these initiatives.
- While at the Provincial Fair, the Alumni Coordinator helps assign the Provincial Alumni Reps. Daily responsibilities such as blog posting, photography, Instagram posts, etc.

Desirable Qualifications

- High energy, enthusiasm, and interest in Canadian heritage and history.
- Experience in delivering programs to children and youth.
- Strong organization and communication skills.
- Knowledge and comfort using computer programs –word processing, social media, and website management.
- Familiarity with formal or informal education, and lesson plan design is an asset.
- Familiarity with the BC school system and the social studies curriculum is an asset.
- Past experience with the Heritage Fairs program is an asset.

Terms of Work

- Duration of contract is from October 2, 2017 to August 31, 2018. The contract may be renewed annually.
- Coordinator is responsible for providing his/her own workspace and office equipment.
- Pre-approved travel and other expenses will be reimbursed.

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 kbeaudry@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:

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OR

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