



Position Title: Facilities Assistant and Event Support

Reporting Relationship: Senior Facilities Manager

Role Overview

This position will assist the Vancouver Chinatown Foundation with various facilities and administrative duties including day-to-day operations, facility maintenance, support for events, community programs, administrative documentation, and other organizational duties. We are seeking a self-starter who has a high degree of attention to detail and is comfortable with the fast-paced nature of a small office.

Qualifications:

- A passion for community building and creating long-term social change
- Excellent communication skills
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong organizational skills with a demonstrated ability to multitask
- Ability to work independently
- Able to work well with a team and with self-initiative to get things done
- Able to creatively “think on your feet” and problem-solve
- Able to lift up to 35lbs.

Assets:

- Have basic understandings of Audio-Visual technology such as wireless microphones, audio console, lighting, and projectors.

Primary Responsibilities:

- Assist the Facilities Manager with day-to-day operations of the Chinatown Storytelling Centre and other housing sites
 - Chinatown Storytelling Centre: Manage daily admissions, memberships, and check-ins for exhibitions, group bookings, and special events
- Support Foundation Events and rentals with set-up and teardown
- Support administrative duties related to the Foundation’s community projects
- Support community engagement and economic revitalization initiatives

This is an in-person position. The work schedule will generally be **Thursday to Monday, 9:15am-5:15pm** but is subject to change in order to support events. Flexibility to work evenings is required.

Vancouver Chinatown Foundation

The Vancouver Chinatown Foundation is a registered charity founded in 2011 to honour a culture and community established in Vancouver over 100 years ago and is dedicated to building a more resilient and inclusive community by promoting the wellbeing of those in need while preserving Chinatown's irreplaceable cultural heritage. We have a vision of a prosperous, vibrant, and inclusive Chinatown, where people come to live, work, and play. The Vancouver Chinatown Foundation's efforts to revitalize this important neighbourhood are grounded on three interconnected pillars: physical, economic & cultural revitalization.

What we offer:

- Full benefits package
- Competitive salary
- Meaningful work with a social purpose
- A sense of belonging among caring and trusted colleagues
- The potential to develop your position and professional goals
- A diverse working environment in the heart of historic Chinatown

Working at the Vancouver Chinatown Foundation is about joining a dynamic passionate team focused on creativity and innovation to revitalize Chinatown in the city of Vancouver.

Please submit a cover letter and your resume to Careers@chinatownfoundation.org

We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital status, gender identity or Veteran status.