

Racial Justice Project Coordinator

Application deadline: Oct 31, 2025 at 11:59pm PST.

Term: 2025-2028 fixed term position, 0.5 FTE (20 hours a week).

About the Position:

The BC Civil Liberties Association (BCCLA) is a non-partisan national leader with a mission to promote, defend, sustain, and extend civil liberties and human rights. Please visit [our website](#) for more information.

The BCCLA's Racial Justice Project Coordinator will work closely with the Policy department to fulfill the deliverables of the Law Foundation of BC's Racial Justice grant. This project will try to formalize and expand a network of families seeking police accountability to create a generative, trauma-informed space where impacted families can build the collective power to journey through grief, uncover systemic failures in accountability processes, and fortify demands for change.

The Racial Justice Project Coordinator will facilitate cross-department coordination and work with the Families for Police Accountability network to plan the annual coalition assembly and related events. The Coordinator will be the point of contact for the network, liaise with families for access to internal resources and information, and ensure project deliverables and funds are tracked in accordance with the timeline of the multi-year project. This is a part-time, 0.5 FTE position with a time-fixed term tied to project funding spanning approximately from November 2025 to September 2028.

We are seeking an individual who is familiar with empathic and trauma-informed coalition and community coordination, experience planning and executing events, and excellent project management skills. The successful candidate will have a knowledge of and interest in human rights and civil liberties issues, strong ethics, a community-based approach to their work, and a deep commitment to equality, justice, and freedom.

This position will work partially remotely and partially in-person from our office in Vancouver at #306-268 Keefer St, on unceded Indigenous lands belonging to the x^wməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and salilwətaʔ/Selilwitulh (Tsleil Waututh) nations. Remote access to all required platforms will be provided.

What We Offer:

Compensation: Salary is based on the BCCLA's Bargaining Unit Collective Agreement (CA). The starting salary for this position is \$30,998.50 (based on a base rate of \$61,997 per annum for a 1.0 FTE) with a 3% annual increase until 2027. This position will be entitled to severance upon the maturity of the term in accordance with Article 19.19 of the BCCLA's CA. The BCCLA's CA [can be found here](#).

BCCLA also offers a holistic and competitive work package:

- Unionized position
- Annual salary progression for all staff
- Comprehensive health benefits that include a personal Health Savings Accounts, as well as an extended health and dental plan for all staff, spouses and dependents.
- Life insurance, Long-term Disability Insurance, and AD&D for staff, family and dependents included within health benefits.
- Health benefits starting immediately and not dependent on completion of probationary period.
- 20 days of paid Annual Vacation, plus an additional 2-week December office closure, pro-rated to FTE.
- 13 Statutory paid days off every year.
- 24 days of paid Sick Leave, including 15 sick days, 4 family care days, and 5 personal day, pro-rated to FTE.
- Team-wide staff celebrations and staff appreciation.
- A family-friendly, child-friendly, and dog-friendly work environment that supports flexible work arrangements and time in lieu arrangements with an emphasis on work life balance.
- A workplace where your experience and voice are valued.
- A staff team of diverse backgrounds that is committed and passionate about civil liberties, human rights, equity and justice.

Application Process:

To apply, please email your resume and cover letter in one combined PDF to careers@bccla.org with the subject line "Racial Justice Project Coordinator" no later than Oct 31, 2025 at 11:59pm PST.

The BCCLA is committed to ensuring that equity, diversity, and inclusion are priority considerations, including in building a workplace that honours the experiences and expertise of communities marginalized through state violence and social oppression. The BCCLA strongly encourages applications from all qualified Indigenous people, Black people, immigrants and refugees, people of colour, working class people, and 2SLGBTQIA+ people. Applicants are encouraged to self-identify, should they feel comfortable doing so, in their cover letter and are

invited to share how their lived experience would inform their approach and ethics in this position

Skills Required:

- Must be extremely well-organized, able to prioritize tasks and meet deadlines, and work independently and as part of a team;
- Experience utilizing sensitive, trauma informed approaches to all work;
- Commitment to justice, equity, diversity, and inclusion;
- Excellent administrative skills;
- Good judgement;
- Strong interpersonal skills;
- Empathy;
- Strong sense of privacy and respect for confidentiality;
- Commitment to a collaborative team environment;
- Willingness to take initiative and be flexible;
- Strong Microsoft 365 skills including word, excel, MS Teams, Outlook.
- Strong, efficient, and accessible oral and written communication skills and editing skills
- A familiarity with the national and, particularly, the British Columbia public policy environment and landscape is an asset;
- Compassionate conflict resolution skills an asset.

Experience Required:

- Demonstrated experience working in trauma informed manner/ working with people who have experienced trauma.
- Trauma informed training an asset.
- Anti-racism training an asset
- Project coordination or management experience.
- Demonstrated event planning/coordination experience.
- Experience working inclusively with diverse groups.
- Ability to manage correspondence with different people and groups, including government, nonprofits, diverse community members, and people who have experienced trauma.
- Experience working with Indigenous communities is an asset.
- Experience or knowledge of cultural safety and working in a decolonized manner is an asset.
- Lived experience relevant to the project is an asset.

Job Description

The Racial Justice Project Coordinator reports to the Policy Director, with primary responsibilities directed by the Policy Director and some responsibilities directed by the

Policy Staff Counsel (Community).

- Work with Engagement and Policy teams to coordinate planning for annual coalition assemblies and events.
- Draft, edit, and update/maintain coalition documents, communications, meeting minutes.
- Maintain and manage a current list of contacts including Families for Police Accountability network members, community services, referral contacts, and other relevant information as needed from time to time.
- Provide Engagement team with project updates for websites, social media posts, public legal information, and other communications as needed.
- Plan and facilitate travel (e.g. for Family Participation Fund).
- Act as central point of contact for families (to ensure consistent and timely communication).
- Support BCCLA Staff Counsel and families by:
- Monitoring opportunities for advocacy, as directed by Staff Counsel.
- Monitoring, editing, and formatting correspondence between the BCCLA (on behalf of the families for police accountability coalition) and public bodies and officials,
- Research and network appropriate referrals for people eligible to join the Families for Police Accountability coalition.
- Track and record project expenses for budgeting and grant reporting.
- General project administration support and project coordination as needed.