



Regional Coordinator – Vancouver Island

Work Term: Part-time
Supervisor: Program Manager
Location: Remote (Must be based in the Vancouver Island Health Region)
This position requires a home office setup

About AutismBC

We empower, support, and connect the autism community in BC. AutismBC is a small, non-profit and registered charity that encourages the inclusion and acceptance of the entire autism community. We are a tight-knit and nimble organization that values the lived experience of our team and members. We prioritize listening to our members and making decisions that reflect their needs and wants. More information can be found at www.autismbc.ca

We are a grassroots organization founded in 1975 to support people on the autism spectrum and their families. Since our humble beginnings, we have grown to become one of the most trusted non-profit organizations for autism in BC. We continue to support autistic individuals by providing parents and communities with knowledge and by engaging with people on the autism spectrum to create stronger, more diverse communities.

Reporting to the Program Manager, the Regional Coordinator will provide information, resources and support to individuals on the spectrum, families and other community members. The ideal candidate will have great autism knowledge, critical thinking and research skills, strong communication, and a natural networker.

Key Responsibilities

- Provide support to professionals, people on the spectrum and their families
- Meet with members and community partners to provide information and referrals
- Answer information and resource questions via call or email or video call
- Provide the appropriate information to meet the member's needs and send information in a timely fashion
- Track and report information requests
- Maintain and update resources to ensure that the information is current and relevant
- Assist with the development of information resources for communities across BC
- Assist with the development of online resources and speaker presentations
- Assist with provincial programs: AutismBC Goes, AutismBC Connects, AutismBC Meets, AutismBC Talks
- Lead and/or support regional specific programs
- Deliver Autism Awareness workshops to community groups
- Support fundraising initiatives
- Other duties as needed



Autism Society of British Columbia
3688 Cessna Drive, Richmond, BC
Tel: (604) 434-0880 Toll Free: 1 888-437-0880
Charitable Business #107810046 RR0001



Required Qualifications

- Excellent knowledge of autism, preferably lived experience with autism
- Knowledge of autism resources on Vancouver Island and in BC is preferred
- A strong network amongst the autism community and/or strong networking skills
- Strong interpersonal communication skills and written communication skills
- Highly proficient with technology, including Microsoft Office, Excel, SharePoint, web-based research tools, and social media
- Able to respond to calls and emails with tact and compassion
- Strong professional ethics and commitment to confidentiality
- Able to manage and update information and resources – experience with blog writing or interviewing would be an asset
- University degree in related discipline and/or combination of experience and knowledge
- Time management, organizational and leadership skills, with a strong ability to prioritize
- Fluency in another language is an asset

We strive to continually lead with our values and beliefs that enable team members to develop their potential, bring their full self to the workplace, and engage in a world of inclusion. We welcome all applications.

If you think that you would be a good fit for the AutismBC resource team, and you are located on Vancouver Island, we want to hear from you! Please send a resume and cover letter to Brock at bsheppard@autismbc.ca before Wednesday Jan 26th 2022. Please include <Application Regional Coordinator – Vancouver Island and your name> in subject of the email.

Only those shortlisted will be contacted.



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