

## **JOB POSTING – Community Outreach Manager, Remote (BC-based)**

**Opportunity:** Nidus is looking for a Community Outreach Manager to help lead the development and delivery of outreach strategies to ensure Nidus’s resources and services reach diverse audiences across BC through highly effective, engaging, reputable, and straightforward programming. This role will have a strong initial focus on developing and expanding multilingual public legal information resources and building relationships with community organizations serving diverse populations.

### **Job responsibilities:**

- Works in collaboration with the Nidus team to facilitate daily operations of Nidus’s delivery of services to the public;
- Build and maintain relationships with community-based organizations, cultural groups, and service providers across BC;
- Represent Nidus at community events, workshops, and meetings;
- Lead the development of multilingual public legal information and education (PLEI) materials in collaboration with other members of the Nidus team;
- Coordinate translation and cultural adaptation of legal resources (working with translators and community reviewers);
- Ensuring materials are legally accurate, plain-language, and culturally appropriate;
- Develop distribution strategies to ensure resources reach intended audiences;
- Design and delivery outreach initiatives, workshops and presentations in collaboration with other staff and partners;
- Gather feedback from communities to inform continuous improvement of resources and approaches;
- Manage timelines, budgets, and deliverables related to the outreach and multilingual resource initiatives;
- Track and report on outcomes, including reach, engagement and impact;
- Work closely with communications staff to promote resources and outreach activities;
- Other duties as may be assigned after discussion.

### **Qualifications and Experience:**

We will prioritize candidates with the following qualities, but we welcome you to apply even if you may not fully check off every box:

- Qualification as a BC lawyer or notary public with relevant experience, and/or 5-7+ years of comparable education (e.g. social sciences, communications, public policy) and experience in community, legal, or non-profit organizations;
- 3-5+ years of experience in community outreach, engagement, or program management;
- Experience working with diverse communities, including: newcomers, immigrants, or linguistically diverse populations; senior and/or disability communities, grassroots organizations;
- Strong project management skills;
- Strong relationship-building and interpersonal skills;
- Outstanding written and verbal communication skills, including plain-language writing;

- Cultural humility and demonstrated commitment to equity, diversity, and inclusion;
- A high level of comfort with technology;
- Demonstrated ability to build relationships and work professionally and collaboratively with a diversity of community partners, supporters, and other professionals;
- Excellent organization and time management skills;
- Ability to work independently and in teams.

**Compensation and benefits:**

- This is a full time role, or 35 hours per week with an annual salary of \$72,000. Funding for this role is currently confirmed until June 30, 2028. Continued employment beyond that date is contingent on securing future funding.
- The majority of the work will be remote, with periodic requests to attend special events or training sessions in person and the potential for travel (costs covered) within B.C.
- 15 days annual vacation as a base, and paid time off on Easter Monday/between Christmas and New Year's.
- Sick leave entitlements.
- Training and professional development opportunities.

**Anticipated start date:** July 1, 2026

**About Nidus:** Nidus is a BC-based, non-profit charitable organization that was founded by groups involved in the community-based reform of BC's adult guardianship legislation, and most notably, development of the BC *Representation Agreement Act* ("RA Act"). The RA Act is world-renowned and recognized as innovative and significant, especially to the disability and senior communities. The *RA Act* inspired Article 12 of the United Nations Convention on the Rights of Persons with Disabilities which calls on governments to implement legislation that ensures all adults receive support with decision making without the need to take away or restrict their rights (as happens with adult guardianship, called Committeeship in BC). Nidus operates a resource centre on Representation Agreements and related legal planning documents and reaches tens of thousands of individuals and families across the province. Nidus is considered the centre of excellence on education and best practices in the field of personal planning.

**Application Process:** Only applicants selected for an interview will be contacted. To apply, please forward your resume and cover letter to [ajun@nidus.ca](mailto:ajun@nidus.ca) with subject line "Community Outreach Manager Application" by **Monday, May 11, 2026**.

For more information about Nidus, please visit our website at [nidus.ca](http://nidus.ca).