



Alberni-Clayoquot Regional District

## Asset Management & Grant Coordinator

**Temporary Full-Time  
September 1, 2025 to August 31, 2026**

Imagine working in a region renowned for world-class mountain biking trails, surfing, hiking and unparalleled recreational fishing. The Alberni Clayoquot Regional District (ACRD) encompasses the essence of “West Coast” living, spanning municipalities like Tofino, Ucluelet, the City of Port Alberni, four Treaty First Nation groups, and six electoral areas. United by the spirit of “we are all one,” we foster a culture of collaboration within the ACRD.

The Alberni-Clayoquot Regional District (ACRD) is currently recruiting for a temporary full-time Asset Management and Grant Coordinator to join their team of professionals. Under the direction of the Chief Financial Officer, this position is responsible for the management of the ACRD’s Asset Management Program. This position will lead the maintenance of corporate asset management policies and procedures as well as strategic objectives to ensure decision making across the ACRD is consistent, sustainable and measurable. This position is also responsible for sourcing, applying for and administering all grant funding programs for the Regional District.

A copy of the job description and qualifications for this position can be viewed on the Regional District’s website at [www.acrd.bc.ca/jobs](http://www.acrd.bc.ca/jobs). The successful candidate will be required to be a member of CUPE Local 118 (Alberni-Clayoquot Unit). The rate of pay will be \$49.17 (2025 rates) per hour plus 16% in lieu of benefits based on a 35-hour workweek.

This is a Temporary Full Time position starting September 1, 2025 and ending August 31, 2026.

Qualified applicants are invited to forward their application by 4:30 pm on Friday, July 18, 2025 to:

Teri Fong, CPA, CGA, Chief Financial Officer

E-mail: [recruitment@acrd.bc.ca](mailto:recruitment@acrd.bc.ca)

**Please submit your application (cover letter and resume) as ONE pdf document only.**

*We thank all applicants in advance for their interest, however; only those under consideration will be contacted.*