



www.vjls-jh.com

VANCOUVER JAPANESE LANGUAGE SCHOOL & JAPANESE HALL  
バンクーバー日本語学校並びに日系人会館

475 & 487 Alexander Street, Vancouver, BC Canada V6A 1C6  
t: 604-254-2551 e: info@vjls-jh.com

## Board Director Facilities/Construction Management Expert

Join a dynamic and exciting Board and help guide one of Vancouver's oldest cultural community organizations at a unique time in its history.

The Vancouver Japanese Language School & Japanese Hall is building a thriving community where individuals of all backgrounds and experiences can learn and participate in the Japanese language and culture. As a national historic site, it actively upholds the history of Vancouver's Nikkei community and facilitates cultural exchange with other multicultural, neighbourhood, and international groups. Board members are dedicated volunteers who use their diverse perspectives to generate insight, knowledge, and wisdom as they provide high-level direction and oversight to VJLS-JH.

**Position:** Board Director - Facilities/Construction Management Expert

**Responsible to:** Board of Directors (Chair)

### Volunteer Board Member Responsibilities:

- Commit to the mission and work of the Vancouver Japanese Language School & Japanese Hall (VJLS-JH)
- Attend monthly board meetings held at 6:30 pm on the third Thursday of each month
- Chair or actively participate in the Facilities/Property Committee
- Oversee building maintenance, renovations, and capital improvement projects
- Ensure compliance with heritage building requirements and regulations
- Advise on facility planning, space utilization, and accessibility improvements
- Manage vendor relationships and construction project oversight
- Serve on additional Board committees or task forces as needed
- Promote VJLS-JH within your network and the community

### Required Qualifications:

- Professional designation in construction management, architecture, engineering, or a related field
- Minimum 3 years of experience in facilities management, construction, or property development; 5+ years is an asset
- Experience with heritage building preservation and restoration is preferred

- Knowledge of building codes, safety regulations, and accessibility requirements is an asset
- Project management experience with demonstrated ability to manage budgets and timelines is preferred

**Desired Attributes:** VJLS-JH's Board is focused on the big picture with an eye to the future. We value and encourage diverse perspectives, as we know that being able to explore a situation from multiple perspectives enables us to make better decisions. Qualities and attributes that we look for in all Board Members:

- A passion for volunteering and the not-for-profit sector
- An interest in and understanding of good not-for-profit governance
- Alignment with our organizational values and guiding principles
- Open-minded and willing to explore conflicting ideas
- Willing to take responsibility

**Training Provided:** New board members are provided with an orientation to their role and responsibilities as a VJLS-JH Board Member, as well as the mission and work of the organization. You will be provided with a written board handbook (in digital format) and will have the opportunity to review it with an experienced board member. In addition, you will be introduced to your fellow board members and staff team, and will be paired with an experienced board member who will act as your mentor for the first 6-12 months.

**Benefits:** Board members have opportunities for networking, learning, sharing knowledge, and contributing to a unique cultural organization and community.

**Commitment:** Approximately 10 hours per month for two years. Board members are elected to two-year terms at the AGM. Board service requires a commitment of 5 hours per month, including monthly meetings. Committee work requires approximately 5 hours per month, and may require an additional 5 hrs. per month (approx.). Meetings are usually held in-person at VJLS-JH's offices in downtown Vancouver, with remote participation available. The offices are accessible by public transit and to those with physical disabilities. Parking and other expenses incurred will be reimbursed.

**Evaluation:** Self and by the Board, annually.

**To apply:** Please send an email with a cover letter and resume to [membership@vjls-jh.com](mailto:membership@vjls-jh.com). The deadline to submit is December 15, 2025. Please indicate dates when we can arrange a 30-minute interview online or in person at VJLS-JH.