

Looking For Work in the Nonprofit Sector

A guide for newcomers to British Columbia



Contents

1. What is “Nonprofit” Sector in BC?	2
2. Issues Facing the Nonprofit Sector in BC	5
3. Employment & Occupations in the Nonprofit Sector	6
4. Helpful Books.....	9
5. Volunteer Experience	10
6. Networking	13
7. Job Boards for the Nonprofit Sector	14
8. Additional Resources.....	15

1. What is “Nonprofit” Sector in BC?

Introduction

BC’s Nonprofit Sector (NPS) includes organizations that are:

- non-governmental (i.e., institutionally separate from government);
- non-profit distributing (i.e., do not return any profits generated to their owners or directors)
- self-governing (i.e., are independent and able to regulate their own activities);
- formally incorporated or registered under specific legislation with provincial, territorial, or federal governments.
- voluntary (i.e., they benefit to some degree from voluntary contributions of time or money)

There are over 29,000 non-profit organizations in BC:

- contributing \$6.7 billion to BC’s economy
- larger than the GDP of agriculture, forestry and fishing combined
- employing 86,000 workers

Nonprofits can earn profits just like for-profit businesses, but they’re different because they do not pay taxes and they invest profits back into their mission to enrich the community, society or world.

Economic Value Of The Non-Profit Sector As Compared To Other Industries In BC

Industry	Total GDP (\$ Billions)*
Utilities	\$5.4B
Agriculture, forestry, fishing and hunting	\$5.9B
Non-Profit Sector ¹	\$6.4B
Mining, quarrying, and oil and gas extractions	\$7.1B
Accommodation and food services	\$7.8B
Information and communication technology	\$10.1B
Retail and Trade	\$14.5B

*Source: Government of B.C., B.C. GDP by industry dollars current 2007- 2016; Statistics Canada. Table 36-10-0614-01: Gross domestic product (GDP) and income of non-profit institutions by activity (x1,000,000).

Table retrieved from: City of Vancouver, Profile of Sector Non-Profit Organizations

<https://vancouver.ca/files/cov/other-sectors-non-profit.pdf>

Social Enterprises in the Nonprofit Sector:

The Nonprofit Sector also includes the '**Social Enterprise**'. Social enterprises are nonprofit, cooperative, or other organizations that earn some, or all, of their revenues from the sale of goods and services. They invest the majority of their surpluses/profits into social, cultural, community economic or environmental goals, rather than being driven by the need to deliver profit to shareholders and owners.

- There are over 700 social enterprises in BC.
- In 2013, 121 of these BC enterprises reported generating \$78 million in revenues, including \$56.5 million in sales.
- 66% of the people employed as part of BC social enterprises' mission included people living with disabilities and other employment barriers.
- Paid employment for at least 1900 workers
- 4700 full time and part time volunteers

BC social enterprises operate in these sectors: accommodation, food and tourism (44%), arts, culture and communication (36%), resources, production and construction (26%), trade and finance (25%), and health and social services (24%), amongst others.

Nonprofit organizations are located throughout British Columbia:

- 51% of non-profit organizations are based in the Vancouver/South Coast region
- 21% are based on Vancouver Island
- 18% are based in the Southern Interior
- 11% are located in the Northern Interior.

The Nonprofit Sector in BC includes these subsectors:

- Arts and Culture
- Development and Housing
- Education and Research (including schools & post secondary institutions)
- Employment and Training
- Environment
- Grantmaking, Fundraising and Voluntarism Promotion
- Health
- International
- Law, Advocacy and Politics
- Religion
- Social Services
- Sports and Recreation
- Other Non-Profits

In BC, non-profits are most commonly classified in the subsectors of: religious organizations, arts and culture organizations, sports & recreation organizations, and social services organizations.

Sources:

- **Non-Profit Sector, Government of British Columbia**
<https://www2.gov.bc.ca/gov/content/employment-business/non-profits-sector>
- **Vancouver's Non-Profit Sector Current State Analysis, City of Vancouver**
<https://vancouver.ca/files/cov/npo-current-state-report-covid-19-summer-2020.pdf>
- **2014 British Columbia Social Enterprise Sector Survey Report**
<http://sess.ca/provincial-reports/>

2. Issues Facing the Nonprofit Sector in BC

- Reduced funding from government sources and the movement towards project funding rather than core funding; short-term and small projects rather than large scale initiatives
- Rising prices - the rising cost of goods and services, including basic necessities such as electricity to power buildings, can negatively impact our ability to provide consistent service levels
- Increased demand for nonprofit sector services- many sector leaders expect demand to increase even more due to the combined fallout of a prolonged pandemic and rising inflation
- Recruiting and retaining staff - This is an economy-wide trend but nonprofit-sector employers are more likely than private-sector employers to express concern about both recruitment and retention. In late 2021, 58% of nonprofits said they were planning to increase the wages of existing employees and 31% said they were planning to increase wages for new employees. However average salaries in community nonprofits are considerably lower than the economy-wide average (\$38,716 compared to \$52,638 in 2019)

Source: Priorities And Challenges For Nonprofits In The First Quarter Of 2022
<https://imaginecanada.ca/en/360/priorities-and-challenges-nonprofits-first-quarter-2022>

3. Employment & Occupations in the Nonprofit Sector

Nonprofits need people of every kind of skill, training, background and experience - sales, marketing, finance, IT, admin, healthcare, education, project management, communications and public relations, law and more. The nonprofit sector has three broad segments of occupations:

- **Managerial occupations:** managers in health, education, social and community services and membership organizations, managers in social, community services, libraries, archives, museums and art galleries, managers in health care and managers in broadcasting and performing arts and other services
- **Functional and professional occupations:** those necessary to carry out programming delivered by non-profit sector organizations, *for example:*
 - religious organization sub-sector: ministers of religion and other religious occupations such as brothers, nuns, monks, religious education
 - social service sub-sector: social workers, family, marriage and other related counsellors, psychologists, community and social service workers, instructors and teachers of persons with disabilities
 - sports and recreation: program leaders, coaches, directors of sporting federations, sports officials and referees
 - health sub-sector: occupations in health diagnosis and treatment e.g. speech language pathologists, occupational therapists, physiotherapists
 - arts & culture sub-sector: musicians, singers, dancers, choreographers, painters, photographers
- **Support occupations:** those not directly related to delivery of the non-profit sector programming and services, but provide necessary support activities, *for example:*
 - receptionists and switchboard operators, customer service personnel, administrative and data entry clerks, etc.

For a complete list of nonprofit sector occupations, see:

'Description of Occupations Common in the Non-Profit Sector', published in:
'Characteristics of the Labour Market in British Columbia's Non-Profit Sector',

Appendix II, Table II.1, page A-2:

<https://docplayer.net/13830765-Characteristics-of-the-labour-market-in-british-columbia-s-non-profit-sector.html>

Why work in the nonprofit sector in BC?

Nonprofits attract employees through:

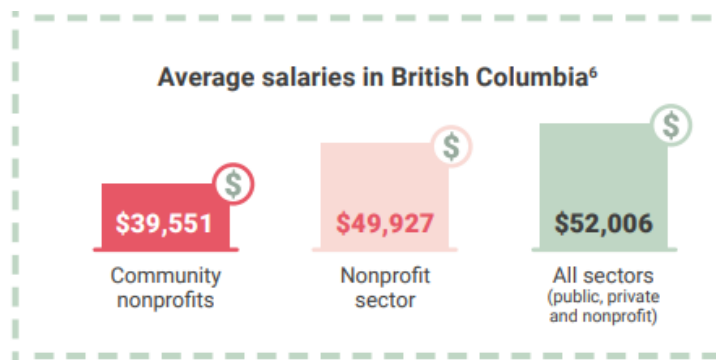
- the importance of the work that the sector performs (*the cause for which the non-profits work is their most important competitive advantage to attract qualified staff*).
- inclusive work and collaborative cultures - most nonprofit organizations are small teams and departments. This allows staff members to form bonds and work together. You will likely be able to build relationships with employees of all levels because smaller organizations usually have less hierarchy, which often means you're working with your colleagues and managers, not just for them.
- flexible work arrangements such as the opportunity to work part-time/seasonally or job share

However these benefits may be offset by comparatively low levels of wages and benefits.

Source: Get to Know BC's

Nonprofit sector, Imagine Canada

<https://www.imaginecanada.ca/sites/default/files/Datasheet-BC-2022.pdf>



Education Programs for Nonprofit Sector Workers

BCIT Nonprofit Management Program

<https://www.bcit.ca/programs/nonprofit-management-associate-certificate-part-time-6310acert/>

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A guide for newcomers to British Columbia

- Courses focus on leadership and financial management skills, managing volunteers, marketing, government relations, fundraising, legal requirements and governance

BCIT Fundraising Management Program

<https://www.bcit.ca/programs/marketing-management-fundraising-management-associate-certificate-part-time-6390acert/>

- Courses focus on capital campaigns, social responsibility, management and finance in fundraising

Charity Village Active Learning (web based courses)

<https://charityvillage.com/learning-centre/>

- Courses include budgeting for nonprofits, makeup and duties of boards, creating diversity/inclusion in the workplace, building a volunteer program

SFU Nonprofit Management Certificate – part time / online courses

- <https://www.sfu.ca/continuing-studies/programs/non-profit-management-certificate.html>

Vantage Point (face to face workshops)

- <https://thevantagepoint.ca/training/workshop-descriptions/>
<https://thevantagepoint.ca/training/all-labs/>

Employment outlook:

The positions that are ***expected to be most difficult to fill*** are:

- senior staff and managerial positions that require complex skill sets (as many senior staff will be retiring soon)
- ***fundraising, marketing, and sales positions*** that incorporate entrepreneurial skills and the ability to build the public profile of the organization through outreach and effective use of social media (in order to find alternative source of funding to overcome funding shortages)
- sub-sector specific, ***high skilled and credentialed, licensed and recognized positions*** (e.g. early childhood educators in the education sub-sector, social

workers and psychologists in the social service subsector, pastors in the religious sub-sector, musicians and artists in arts and culture sub-sector, etc.)

Sources: 'Characteristics of the Labour Market in British Columbia's Non-Profit Sector', Appendix II, Table II.1, page A-2:

<https://docplayer.net/13830765-Characteristics-of-the-labour-market-in-british-columbia-s-non-profit-sector.html>

4. Helpful Books

The Vancouver Public Library has a number of books on working in nonprofit organizations. The titles below are some examples:

Career Exploration and Job Search

- **The Happy, Healthy Nonprofit Strategies for Impact Without Burnout** - Kanter, Beth, 2017. Central Library, Level 4, 658.1148 K16h
- **Compassionate Careers: Making a Living by Making a Difference, 2015.** Central Library, Level 4, 331.702 P973c
- **Careers in Nonprofit and Government Agencies**, 2008. Central Library, Level 4, 361.763023 C27w
- **Making a Living While Making a Difference: Conscious Careers for an Era of Interdependence**, 2007. Central Library, Level 4, 650.1 E93m2
- **Forces for Good: The Six Practices of High-impact Nonprofits**, 2012. Central Library, Level 4, 658.1148 C95f1

Resumes and Cover Letters

- **Real-resumes for Jobs in Nonprofit Organizations /** 2004. Central Library, Level 4, 650.142 R28n
- **How to Create a Nonprofit Resume (With Template and Examples)**
<https://www.indeed.com/career-advice/resumes-cover-letters/non-profit-resume>

5. Volunteer Experience

Volunteering is a good way to meet people who might help you get a job in the future. It shows potential employers that you have the initiative to learn new things.

Volunteering can help you:

- get experience that relates to the job you want
- make sure this is the right career choice for you
- make useful connections in the non-profit sector
- hear about new jobs ahead of the crowd
- add new skills and experience to your resume

Search the sites below to find local volunteer opportunities:

- **Charity Village.com**
<https://charityvillage.com/app/volunteer-listings>
- **GoVolunteer**
<https://govolunteer.ca/>
- **Volunteer BC**
<https://volunteerbc.bc.ca/>

Volunteer in Health Care Facilities

The following organizations accept volunteers in hospitals, residential care facilities, adult day centres, and other community settings.

- **Vancouver Coastal Health**
<https://www.vch.ca/en/about-us/get-involved/volunteer>
- **Fraser Health Authority**
<https://www.fraserhealth.ca/about-us/volunteer-opportunities>

- **Providence Health Care**

<https://www.providencehealthcare.org/en/get-involved/volunteer>

Volunteer in Public Institutions: Schools, Recreation Centres, Cities or Libraries

Many public institutions accept volunteers; consider volunteering for your local municipality, your local recreation centre or your local school district.

- **Municipalities:** complete list of BC cities and towns available at:

<https://www.ubcm.ca/about-ubcm/member-directory/local-government-member-directory>

go to your local city/town website and search for 'volunteer'

- **Public Recreation Centres and Parks**

go to your local city/town website and search for 'parks' or 'recreation' or 'community centre'; when you locate your local recreation centre, search for 'volunteer'

- **School Districts/Boards:** search for school districts available at:

<https://bcschoolcontacts.gov.bc.ca/>

go to your local school district website and search for 'volunteer'

- **Public Libraries:** many public libraries accept volunteers; check your local library's website for further details, look for 'Friends of the Library' or 'Volunteers '. Complete list of public library websites available at:

<https://newtobc.ca/library-information/bc-libraries/>

- **Library Champions**:** community outreach project

<https://newtobc.ca/library-champions-project/>

immigrant volunteers draw on their language skills, cultural knowledge and understanding of the immigrant experience; they connect with newcomers in the community, share their passion for public libraries and raise awareness of the wealth of resources that libraries offer.

****Volunteers must be permanent residents of Canada**

Volunteer in Community Organizations

Many public community organizations need volunteers – contact your local community organization to see if they are accepting volunteers. You can start by looking for organizations in:

- **211 British Columbia “the Red Book”**
<https://bc.211.ca/>
covers all types of community organizations in British Columbia
- **Federation of Community Social Services of BC**
<https://fcssbc.ca/about/our-members/>
covers BC community social service organizations supporting families, children & youth
- **Neighbourhood Houses**
search for ‘neighbourhood house’ and the name of your local town/city
you can look at a map of neighbourhood houses here:
<http://www.tinyurl.com/nhweek>

Volunteer in Charities

- **Canada’s Top Rated Charities - 2020**
<https://www.moneysense.ca/save/budgeting/canadas-top-rated-charities-by-sector/>

Volunteer with Immigrant Service Providers

- **New to BC: Library link for Newcomers**
<https://newtobc.ca/settlement-information-for-newcomers/immigrant-and-refugee-programs-and-services/>

Pick your community [click ‘Select’] and the type of organization [or ‘Select all’].

Note:

“For-profit” businesses must pay at least minimum wage (\$17.40/hr) for any work done at for-profit businesses.

Employment Standards Act of BC.

Covers : Employment Services, English Language Services, Settlement Services,

Early Childhood Development, Seniors' Services, Youth Services, Refugee Services

For more ideas on how to get work experience see:

- **Getting Canadian Work Experience**

<https://www.vpl.ca/siic> [search for 'getting work experience']

6. Networking

Networking is still one of the best ways to find employment, regardless of age. If you have been in Canada for a few years, you may already have a network of family and friends who can help you with your job search.

Another option is to grow your network by joining a professional association or using social media to connect with like-minded professionals.

For more information see:

- **Networking for Employment**

<https://www.vpl.ca/siic> [search for 'networking']

- **Online Social Networks for Employment**

<https://www.vpl.ca/siic> [search for 'Online social networks']

- **MeetUp**

<https://www.meetup.com/find/ca--vancouver/>

Meetup is the world's largest network of local groups. Many of these groups are based on professional networks. You can search the Vancouver site for groups with similar career interests.

- **Find a Job Through Social Networking: Use LinkedIn, Twitter, Facebook, Blogs and More to Advance your Career** / Diane Crompton and Ellen

Sautter. 2011. Available at Central Library, Level 4, 650.13 S26s1

- **Knock 'em Dead Social Networking for Job Search and Professional Success** / 2014. Available at Central Library, Level 4, 650.13 Y31k

7. Job Boards for the Nonprofit Sector

- **Association of Fund Raising Professionals - AFP**
Vancouver Chapter:
<https://afpgreatervancouver.org/job-postings/>
Vancouver Island Chapter:
<https://community.afpnet.org/afpbcvancouverislandchapter/home>
Okanagan Chapter (Kelowna, Penticton, Vernon areas)
<https://community.afpnet.org/afpbcokanaganchapter/home>
- **Charity Village**
<https://charityvillage.com/>
- **Community Social Services Employers' Association of BC - CSSEA**
<https://www.cssea.bc.ca/> [click on 'Careers']
- **Federation of Community Social Services of BC – FCSSBC**
<https://fcssbc.ca/about/careers/>
- **MOSAIC** [non-profit organization that supports immigrant and refugee communities]
<https://mosaicbc.org/our-services/employment-services/>
- **Work in Nonprofits.ca**
<https://workinnonprofits.ca/>
[can search by region, job type, e.g. permanent, contract, intern, organizational sector, e.g. education, environment, religion]
- **Job Bank Canada**
<https://www.jobbank.gc.ca/home>
- **WorkBC**
<https://www.workbc.ca/>

Creating a List of Potential Employers

You can use directories to produce lists of employers in the nonprofit sector in British Columbia. Contact them directly to find out if they're hiring.

- **Canada Helps.org**

<https://www.canadahelps.org/en/>

- **Charity Village.com**

<https://charityvillage.com/organizations/>

- **Community Social Services Employers' Association of BC – CSSEA**

<https://www.cssea.bc.ca/>

click on 'About Us', then click on 'Membership List'

over 200 organizations that provide services for: Aboriginals, community living, and others

- **Federation of Community Social Services of BC – FCSS BC**

<https://fcssbc.ca/about/our-members/>

members provide services to children, youth, adults, and families within their communities

8. Additional Resources

Still looking for more information? Try looking at the following resources:

- **Vantage Point**

<https://thevantagepoint.ca>

- **Social Enterprise Council of Canada**

<https://secouncil.ca/>

- **Community Foundations of Canada**

<https://communityfoundations.ca/>

<https://communityfoundations.ca/find-a-community-foundation-map/>: 200 members who provide grants for local community projects across Canada

- **Imagine Canada**

<https://imaginecanada.ca/en>

provides programs and resources that strengthen Canadian charities and their operations

- **2015 Survey of Non-Profit Organizations & Voluntary Associations in British Columbia (sparc bc) (funding received in June 2022 to research and publish new edition)**
<https://www.sparc.bc.ca/wp-content/uploads/2020/11/new-directions-final-report.pdf>
- **Characteristics of Labour Market in British Columbia's Non-Profit Sector:**
<https://docplayer.net/13830765-Characteristics-of-the-labour-market-in-british-columbia-s-non-profit-sector.html>

**Questions? Please ask the Information Staff in the Central Branch,
Vancouver Public Library or telephone 604-331-3603.**

Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <https://www.vpl.ca/siic>