



BC Association of Aboriginal Friendship Centres

Programs Administrator

Permanent Full-time / 35hr work week / based in Victoria, BC

The BC Association of Aboriginal Friendship Centres (BCAAFC) is currently seeking a highly motivated individual to help support the Program Manager by supporting contract administration and reporting. We are looking for someone with creativity, great interpersonal skills, organizational skills, critical thinking skills, and most of all attention to detail. This position is created with the goal to mentor the successful candidate into a manager level position after the first year.

This position works to ensure the 25 Friendship centers throughout the province feel supported with their efforts to serve the urban Indigenous Communities in which they live, work, and play. This is done by ensuring they are supported in their contracts, reporting and funding that is administered through the BCAAFC.

The position reports directly to, and receives direction from Julie Robertson, Program Manager, with key Human Resources reporting to Patricia Moore, General Manager

Key Duties and Responsibilities

- Reconcile reporting (narrative, financial and statistical information) quarterly from our 25 Friendship Centres
- Work with the Program Manager and attend site visits, help access Centres strengths and assist with building strong foundations for our Centres to thrive on.
- Be a proactive link in building strong partnerships and support the BCAAFC and our Member Centres.
- Develop standardized templates for Friendship Centres around policy and procedures relevant to them.
- Coordinate and facilitate the Program Review Committee (PRC) meetings, including maintaining communications with the committee and Program Manager. Our committees are volunteer positions and providing them support is a key piece of this position.
- Assist with member services support by providing communication, template and direction as required to Centre struggling to meet contract deliverables
- Participate as needed in National Technicians conference calls around applicable contract management pieces

Knowledge and Abilities

- Strong communications and interpersonal skills, both verbal and written
- Strong administration skills, with attention to detail
- Skilled in managing challenging situations and people
- The ability to work well in a team setting
- The ability to work both under a supervisor or without supervision on assigned projects
- The ability to work under pressure within a fast paced environment, adapt and be flexible
- Strong time management, decision making and problem solving skills
- A high energy level with a determined and productive, positive attitude

Qualifications

- Minimum 5 years experience working in an office setting, preferably in an administrative role
- Significant experience working with Indigenous communities and urban Indigenous service organizations
- Contract management skills an asset
- Excellent knowledge of Microsoft Office applications
- Possesses a valid driver's license
- Must be able to provide clear, current criminal record check

What do we have to offer you?

In return for all you do, you will be rewarded with a salary ranging from \$40,000 to \$50,000 a year based on your skills and experience. We also have benefits once you complete your probation period! This includes:

- Three weeks paid vacation to start, the longer you stay the more you get!
- A 50% employee benefit package
- An Employee wellness program
- Understanding work environment

If you want to join our team send your resume and coverletter by November 22, 2018 – END OF DAY to:

Patricia Moore | General Manager

BC Association Aboriginal Friendship Centres

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Office: 250-388-5522 extension 203, or 1-800-990-2432 (fax) 250-388-5502

Email: pmoore@bcaafc.com | Website: www.bcaafc.com

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Qualified internal applicants will receive preference. Anticipated start date January 7th, 2019

(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)