



**BCAAFC | BC Association of
Aboriginal Friendship Centres**

Employment Opportunity – Program Assistant

Permanent Full Time / 35 hrs. week / Based in Victoria BC

The BCAAFC is seeking an energetic, organized individual to provide program and administrative assistance to our Program Management Team. Working closely with the Program Managers, this Assistant would engage with local, provincial and national staff throughout the Friendship Centre Movement. In addition, the Program Assistant will also support Friendship Centres in program reporting, financial reviews and advocacy when needed. This is an entry-level position with the opportunity to learn and grow in a dynamic Provincial office.

Key Duties and Responsibilities:

- Ability to juggle multiple projects with superb accuracy. This position has many different duties. Front desk work, filing, collecting data, minute taking, data entry, phone calls, travel, you name it!
- Strong administrative skills. We need you to help us keep our data in order! Therefore, attention to detail is definitely necessary!
- Exceptional customer service skills, over the phone and in person, with our Centres and internal departments. We serve 25 centers in BC, and we cannot serve them unless we talk to them. Relationship building and maintaining is definitely a skill we are seeking!
- Strong sense of urgency and problem solving skills. We need you to know how to prioritize your time. Urgent issues come up from time to time, and we need someone calm and "on it!"
- Ability and willingness to learn new software as required.
- Experience with financial reviews an asset. Is it ever! We deal with a LOT of reporting, cashflows, etc. It will be your job to help us get it done!
- Knowing how to read income statements, balance sheets, and understanding basic bookkeeping will be a HUGE asset for this job!
- Maintaining both electronic and paper files of multiple programs/agencies. Twenty-five to be exact, and not to mention the different funding agencies. Sometimes it can be a little messy, so the more organized you are, the better suited for this position!

Knowledge and Abilities

- Strong communications and interpersonal skills
- The ability to work well in a team setting
- Strong time management, decision making and problem solving skills
- The ability to work both under a supervisor or without supervision on assigned projects
- Punctual, with a high energy level with a determined and productive attitude
- Adaptable and flexible within a wide variety of situations

Qualification:

- High school graduation required
- 2+ years of hands on administrative support experience
- proficiency in MS Word, MS Excel and MS Outlook a must

- knowledge of operating standard office equipment
- excellent communication skills – written and verbal
- ability to prioritize projects and strong problem solving skills
- good research skills and attention to detail
- Experience working with Indigenous communities and organizations
- Criminal Records Credit check a requirement of the position;

What do we have to offer you?

In return for all you do, you will be rewarded with a salary ranging from \$35,000 to \$40,000 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
- Automatic enrollment in our Wellness Group membership: A fun group of people to hang out with once a month
- Understanding work environment

If you want to join our team send your resume and coverletter by April 27, 2018 – END OF DAY to:

Patricia Moore | General Manager

BC Association Aboriginal Friendship Centres

551 Chatham St. Victoria, BC V8T 1E1

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.
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)**



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