



Fraser Region Aboriginal Friendship Centre Association

A101-10095 Whalley Boulevard | Surrey | BC | V3T4G1

Phone: 604-595-1170 | Fax: 604-595-1176 | www.frafca.org

Position Title: Aboriginal Youth Community Connections Coordinator (AYCCC)

Reports to: Executive Director

Classification: Term certain ending March 31, 2017 @ 15 hours per week

Location: Surrey

Rate: \$22.50 per hour

The Fraser Region Aboriginal Friendship Centre Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Aboriginal people in Surrey and the Fraser Valley including women impacted by violence and abuse. The Friendship Centre works from a decolonizing perspective, and as such, works to strengthen family bonds between generations and within the family.

POSITION SUMMARY

The AYCCC is responsible for coordinating, planning delivery of the INDIGENOUS Roots Leadership program in Collaboration with our partner – The Vancouver Outdoor School. The program aims to assist Urban Indigenous Youth between the ages of 15-24 to explore their full potential and develop strategies for their personal growth, and success, which enhances their ability to successfully integrate education, the work-world, and community.

PRIMARY DUTIES AND RESPONSIBILITIES

The highly skilled individual performs a wide range of duties, including the following:

Coordination of Indigenous Roots Program:

- Liaise and coordinate with Vancouver Outdoor School.
- Liaise and coordinate with Young Warriors Group.
- Liaise and coordinate with Surrey School District and other youth serving organizations in Surrey.
- Plan, organize, schedule and contribute to all onsite Leadership events including recruitment and intake.
- Establish and manage on site resource room for youth, including computer lab.
- Track client and program outcomes, reporting monthly and quarterly to the Executive Director.

Provision of Community Connection Services:

- Provide support to Indigenous Youth including intake, assessment, referral, and individual solution focused counselling.
- Provide youth with general information, contracts, referrals, services and support as needed to facilitate access to programs, services and opportunities (including culture, education, wellness, and career, and job readiness).
- Work collaboratively with youth and the Young Warriors youth group to organize cultural, educational, employment, and other opportunities.

Client Assessment Management and Referral

- Collect intake information, register program participants and set up workshop lists.
- Assess clients' and manage a caseload.
- Maintain records for reporting purposes according to FOIPPA.
- Make appropriate client referrals, both internal and external to the organization.

Workshop Facilitation and Knowledge

- In collaboration with youth, identify resources, create workshop materials, and facilitate workshops aimed at increasing youth's knowledge, skills, and abilities.

*"Support services and initiatives promoting economic prosperity,
improving the health and well-being of Aboriginal people since 1996."*



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- Engage external providers and organize workshops for youth.
 - Develop interactive youth orientation sessions.

QUALIFICATIONS

Education and Experience:

- College, or University Education and/or equivalent work experience in the areas of Education, career, and coordination.
- A minimum of 2 years (4000 hours) of experience in working with Indigenous youth.
- Demonstrated experience in Program development and coordination (1 year).
- Class 5 Driver's License, own vehicle, and a clear drivers' abstract. (Class 4 Driver's license preferred).
- Successful candidate will be required to submit a criminal records and a criminal records review check.

Key Knowledge Areas:

- Knowledge of effective outreach and engagement practices with Youth.
- Knowledge of marketing, and program promotional strategies.
- Knowledge of the diversity of Indigenous cultures, identities, and lived history.
- Extensive knowledge of youth serving resources and supports in Surrey and the Fraser Valley including career, educational, job, food, income, cultural, and recreation.

Key Skills and Abilities.

- Ability to work in a performance based system with a proven track record of meeting targets and outcomes is essential.
- Effective communication skills (orally and in writing).
- Proven organizational and planning skills (project management).
- Team Player and able to work with a diverse range of people and personalities.
- Excellent general administration skills, including proficiency in Microsoft Office.
- Flexibility in work schedule and location.
- Able to travel and outreach through Surrey.
- Must be available to work a flexible work schedule including evenings and weekends.

CLOSING DATE: Open until suitable candidate is found.

APPLICATION PROCEDURE: Please send RESUME; and COVER LETTER by fax, mail, hand delivery or email marked attention, Vera Charity at:

Email: Reception@fafca.org

Fax: 604.595.1176

Snail Mail: A101 - 10095 Whalley Boulevard, Surrey, BC V3T4G1

Identify the position code (Indigenous Roots) in the header of your email; fax, and COVER LETTER.
We thank all that apply, but only those selected for interview will be contacted.

********Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.***

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