



# Victoria Native Friendship Centre Internal/External Employment Opportunity ACIS Program Assistant



Working collaboratively with the Director of Aboriginal Childhood Intervention Service (ACIS). Program Assistant will support the contract, invoicing and administrative work of the Aboriginal Supported Child Development (ASCD) Program. The Program Assistant will have a strong knowledge of the ASCD Program, contract preparation and maintenance, financial and statistical record keeping and general administrative and clerical support.

## **DUTIES: (include the following and not limited to) ACIS**

- Responsible for preparing contracts and invoices for the ASCD Program
- Maintain up-to-date contract records, expense records, and reports in relation to the ASCD Program Provide follow up for ASCD contracts regarding invoicing and payables
- Prepare and maintain spreadsheets to track ASCD contracts, current and projected fund allocation
- Maintain ACIS program filing system
- Prepare monthly expense and statistical reports
- Assists with the preparation of quarterly and year-end reports in relation to the ASCD Program
- Organizes meetings and provides admin support for the Local Advisory Committee
- Helps facilitate, organize and/or support special events such as annual ceremonies, open house, program orientations,
- Prepare, maintain, update all program changes; review forms for accuracy and errors;
- Assist in the marketing and implementation of current and new programs. This includes developing, updating, and maintaining brochures, promo materials, information sheets, advertising, etc;
- Input statistics and generates reports regarding consultants' client engagement;
- Maintain inventory of office supplies.

## **KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

- Degree, diploma, or certificate in business administration, accounting or finance, or equivalent
- Proficiency in the use of software applications, databases, spreadsheets, and word processing required (Microsoft Word, Excel, Outlook and Word)
- Strong knowledge of generally accepted accounting and bookkeeping principles
- Minimum of 3 years' experience working with financial record keeping, accounting procedures and contracts.
- Experience working with Aboriginal communities and/or non-profit organizations
- Awareness of First Nations Culture and issues affecting First Nations program participants
- Working knowledge and understanding of the Aboriginal Supported Child Development Program (ASCD)
- Excellent organizational skills
- Strong, oral, written and interpersonal communication skills
- Ability to work independently, as well as effectively work within a team, to meet critical deadlines.
- Skill in accurate financial and statistical record keeping, accounting procedures, contract preparation, budget preparation and filing system maintenance
- Physical requirement – The incumbent must spend a major portion of the work hours sitting, with some standing and walking Must provide current vulnerable criminal record check.

**SALARY RANGE:** \$20.99 - \$21.99 per hour (BCGEU #301)  
**HOURS:** Monday to Friday 35 hours/week, schedule to be set to meet program needs.  
**COMMENCES:** January 2018

Please submit your resume and cover letter attention to:  
**Ron Rice, Executive Director**  
(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)

No phone calls please, only those selected for interviews will be contacted.

# Closing Date: January 18, 2019 at 4:30 pm

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Victoria Native Friendship Centre  
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