



**Victoria Native Friendship Centre
Internal Employment Opportunity
Aboriginal Childhood Intervention Team
Program Assistant - .8 FTE Position**



With a strong focus on the Aboriginal Supported Child Development (ASCD) Program, the Aboriginal Childhood Intervention Services (ACIS) Program Assistant will work as part of the ASCD program and reporting directly to the ACIS Manager. The ACIS Program Assistant will have a strong knowledge of the ASCD Program, contract preparation and maintenance, financial and statistical record keeping, and funding tracking and projection.

DUTIES

- 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 within budget
- Maintain ASCD 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
- Provide administrative assistance to ACIS manager
- Perform other duties as may be required from time to time within physical capabilities

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 5 years' experience working with financial record keeping, accounting procedures and contracts
- Experience working with Aboriginal communities and/or non-profit organizations
- 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 in a fast pace, busy environment
- Skill in accurate financial and statistical record keeping, accounting procedures, contract preparation, budget preparation and filing system maintenance
- Awareness of First Nations Culture and issues affecting First Nations program participants
- Physical requirement – The incumbent must spend a major portion of the work hours sitting, with some standing and walking
- Must be willing to provide current criminal record check. (To be submitted)

SALARY RANGE: \$20.94 - \$22.94 per hour (BCGEU #301)

HOURS: Monday to Friday (28 hours per week), schedule to be set to meet program needs.

COMMENCES: October 13, 2019

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

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

Closing Date: Monday Nov. 18, 2013 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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