



Victoria Native Friendship Centre
External Employment Opportunity
Activities & Event Support Worker



Working as part of the Administration Team and under the supervision of Director of Management Services, the Activities & Event Support Worker will assist with specialty activities and events of the Friendship Centre such as Siem Lelum Kids, Elders and cultural programming, and special events.

DUTIES: Other duties may be assigned

Duties, Knowledge and Abilities (including but not limited to, others may be assigned)

- As part of a team, oversee logistics associated with Siem Lelum Kids activities including planning schedule, gathering materials, arranging special guests, food supports and hosting activities.
- Support Cultural Traditions and Protocols Coordinator with Elders programming, including logistics planning, communicating with outside facilitators, food supports, booking spaces and supporting any special needs of the Elder participants.
- Support Events Coordinator with planning celebrations associated to VNFC's 50th anniversary.
- This position is a Mentor role to those attending programming and so the person hired will be expected to engage directly with community members and actively participate in planned activities alongside the community.
- Must possess an understanding of the historical and contemporary issues of Indigenous peoples in Canada.
- Must be able to work independently, as part of a team, and be reliable and self-motivated.
- Must be able and willing to work in partnership with other programs and resources.
- Must be flexible in the work week and be able to work some evening hours (no weekends).

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be under the age of 30 at the time of hiring, as per regulations of the funder.
- Must be able to provide a clear Vulnerable Sector Criminal Records Check, dated within the last 6 months.
- Must be willing to work at both VNFC (231 Regina Avenue) and the Siem Lelum House (120 Gorge Road East).
- Must have familiarity with Microsoft Office Suite, in particular Word and Outlook.
- Valid BC Class 5 driver's license and clean driving record an asset.
- First Aid and Food Safe certification an asset.

EDUCATION and EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Funding guidelines require applicants be under 30

SALARY: Wage scale: \$13.85/hour

HOURS: Monday to Friday (35 hours/week); 8:30-4:30

TERM: July 2nd, 2019 (approx.) through to August 23rd, 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.

An eligibility list will be established. **Closing Date: June 14th, 2019 at 4:30 pm**

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