



Victoria Native Friendship Centre
Internal & External Employment Opportunity – CEER Team
Indigenous Liaison and Career Transition Guide- 1 FTE



In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, **Indigenous applicants required.**

Do you want to be part of an amazing team that helps support our indigenous community members and families with achieving their dreams?

Serving community as part of the CEER (Career, Employment & Educational Resources) Team and working alongside the Director of CEER, the Indigenous Liaison and Career Transition Guide, will walk beside adult, community members who are seeking support with achieving their mid-career, employment and training goals. Our team is grateful to provide employment counselling, career planning and support with securing meaningful, long term employment, as well as the financial support to achieve these goals.

How you will serve...

- Supporting adult, Indigenous community members with their employment and training goals, with a focus on the journey of **upward career transition**. We meet folks where they are at, working in a **person-centered way** to help folks **move forward powerfully**.
- **Offering custom career-matching and job placement** for mid-level career roles and opportunities
- **Demonstrates strong intuition** and sense of “best fit” between jobseekers and specific employment opportunities
- **Building, strengthening, and maintaining strong relationships** with the 9 local nations, our sister indigenous agencies and major government and community employers, to **serve as a bridge** between job seekers and available mid-level employment opportunities.
- **Identifying and organizing** training, resources, and opportunities for next steps and growth within the career journey
- **Assisting** with job search strategies, job applications and hosting supportive, encouraging sessions for fine tuning interview skills
- Demonstrating **respect** and **honor** towards those we serve by upholding confidentiality
- Keeping **up-to-date** program records in the BCAAFC Database
- Attending the Employment Team monthly call and sharing information with fellow CEER team members
- Being part of something, beyond just your job title...we are a **family** at VNFC and demonstrate care, **kindness** and **respect** towards one another and those we **collaborate** with

We are looking for a balanced, grounded and KIND team member...is this you??

- Computer savvy, competent in Microsoft Word, Excel, Outlook, Facebook/social media
- Respect for and knowledge of Indigenous ways of knowing, doing and being
- Enjoys career “match making” and finding the right opportunities for the right person
- Excellent communication skills, both verbal and written
- Adaptable, creative, able to innovate and calmly problem-solve as situations arise
- Welcoming, empathetic, and resilient
- Strong sense of personal and professional boundaries
- Strong time-management and prioritization skills
- Able to practice holistic self-care (body-mind-spirit) - we value taking good care of ourselves on our team!
- Able to obtain a current vulnerable sector criminal record check

WISDOM, TRAINING AND EXPERIENCE:

- Degree/diploma in a related field, such as Career Development, Human Resources, Leadership, and/or Business **and/or**
- several years of experience in Career Development, HR **and/or** serving in an indigenous organization
- **Must** have reliable transportation and hold valid B.C. driver’s license and clean driving record

SALARY: Wage scale \$25+ per hour
HOURS: Monday to Friday 35 hours/week
COMMENCES: October 5th 2020
TERM: until June 30th 2021

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: Sept 28, 2020

“VNFC respectfully acknowledges the territory of the Lekwungan Peoples on whose land we live, work and play.”

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