



Victoria Native Friendship Centre
Internal/External Employment Opportunity
Data Clerk/Admin Support Position



There is a 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, preference will be given to Indigenous applicants. ***Please self-identify in your cover letter***

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 a valued member of the CEER Team (Career, Employment and Education Resources) under the leadership of the CEER Director, the Data Clerk Team Member will support behind the scenes to ensure all client information is secure, up to date and accurate.

How you will serve....

- Develop familiarity with the various services of the CEER Team and associated tracking measures, including growing a fundamental understanding of the **ARMS data system, and our other existing database.**
- **Support team** by inputting new client information and updating existent client information as necessary, in an efficient and detailed oriented manner.
- Periodically scan database for incomplete files, files that should be closed and clients requiring follow up.
- Demonstrating **respect** and **honor** towards those we serve by upholding confidentiality
- Assist with invoicing processes as required

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

- Enjoy working behind the scenes, self-motivated and able to work independently
- Computer savvy, competent in Microsoft Office, especially **Excel**
- Self-identified "data entry geek"...**enjoys** data entry and inputting information into secured databases
- Finds joy in showing attention to detail, completing to do lists and administrative duties
- You have respect for and knowledge of Indigenous ways of knowing, doing and being
- 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:

- Direct experience with data management required
- Experience serving in indigenous community is an asset
- Data Entry/Admin credential is an asset

SALARY:

Wage scale: \$20/hour

HOURS:

Monday to Friday * up to 20 hrs/week *flexible hours (in office AND remote hours required)

TERM:

Part-time from October 12th , 2021 to March 31, 2022

Please submit your Resume and Cover Letter to:

Ron Rice, Executive Director

(by mail, fax, or email to admin@vnfc.ca)

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

Closing Date: October 1st, 2021

Victoria Native Friendship Centre
231 Regina Ave, Victoria BC V8Z 1J6
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