



VICTORIA NATIVE FRIENDSHIP CENTRE

231 Regina Avenue, Victoria, BC V8Z 1J6

Phone: (250) 384-3211 Fax: (250) 384-1586

Indigenous Elders & Seniors Program Support

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.

Operating from an Indigenous world view and working with and reporting directly to the Indigenous Culture & Traditions Coordinator, the Indigenous Elders & Seniors Program Support position will work directly with Elders and Seniors, deliver programming in response to their needs. For more information about the VNFC visit www.vnfc.ca.

DUTIES include but are not limited to:

- Create monthly program calendars and posters, deliver programming weekly using zoom online.
- Email or deliver posters and essentials to participants
- Track program deliverables and statistics, assist with reporting requirements.
- Admin support, coordination of Elder and Senior employees, process timesheets and invoicing.
- Work with key partners on Elder and Senior initiatives to build strong local community connections.
- Support Elder and Senior Advisory meetings, recording strategies, and provide reporting.
- Maintain contact lists and connecting with participants and facilitators.
- Support Elders and Seniors with programs like Tech Time to stay connected with their peers via zoom.
- Work with community partners to coordinate outings.
- Assist with ongoing fundraising and assist with other VNFC events or initiatives.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

- Experience supporting Indigenous Elders and Seniors, and Urban Indigenous community members.
- Ability to maintain partnerships with Indigenous service organizations and partners.
- Working knowledge of Microsoft Office 365, ability to learn new software, host online meetings.
- Support Elders and Seniors learning basic tech skills, referring to supports in house and partners.
- Strong verbal and written communication skills including writing reports, presentations, and correspondence.
- Excellent organization & time management skills, ability to multi-task, coordinate projects to tight deadlines.
- Ability to manage projects, able to maintain an independent work plan and collaborate with others.
- Exceptional ethics and integrity in working with confidential and sensitive materials and information.
- Maintain personal wellness and a balanced lifestyle while supporting community members in need.
- Able to provide a clear Vulnerable Sector Criminal Record Check, dated within the last 6 months.
- Minimum valid BC Class 5 driver's licence, or out of province equivalent.

SALARY and HOURS: \$22-25 per hour, based on experience

HOURS: Full-time, 35 hours/week, Monday-Friday, 8:30am-4:30pm, some evenings and weekends.

TERM: October 15, 2021 to the end of March 31, 2022. This position is based on securing annual funding.

Please submit your Questions, Resume, Cover Letter and 3 References to:
Ron Rice, Executive Director, by mail, fax, email (admin@vnfc.ca) or drop-off
Only those selected for interviews will be contacted.

Closing Date: Wednesday, October 13 at 4:30pm PST

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

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– United Way Member Agency –