



Victoria Native Friendship Centre
External/Internal Employment Opportunity
Reaching Home Community Coordinator



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 preferred.
Please self-identify in your application.

As the Reaching Home Community Coordinator, you will work on behalf of VNFC as a Community Entity with organizations that deliver Indigenous Reaching Home projects, aimed at preventing and reducing homelessness in Victoria. This position involves supporting current projects with their reporting and monitoring processes, building community capacity for new projects, and promoting the Reaching Home program in community. You will also facilitate the flow of updates and reporting from projects to the Reaching Home Program Administrator, and assist with the compilation process for Community Entity reporting to Service Canada.

COVID-19 Notice: VNFC follows and upholds all of BC's Public Health Orders, and personal protective wear will be provided when necessary. Proof of vaccination may be required.

DUTIES

Duties include but are not limited to:

- Gaining a comprehensive understanding of Reaching Home eligible activities
- Connecting and networking with Community Organizations, and promoting the Reaching Home programs in Community
- Supporting Reaching Home projects with capacity-building, eligibility, reporting and monitoring processes
- Working with the Reaching Home Program Administrator to compile reporting and data
- Ongoing reviews of financial forecasts, claims, and project updates
- Helping to create, Indigenize and refine best practices for VNFC as a new Community Entity

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess an understanding of the historical and contemporary issues of Indigenous peoples in Canada
- Excellent communication and networking skills, both written and oral
- Solid proficiency in Microsoft Excel, Word, and other Microsoft Office programs
- Strong organizational and prioritization skills
- Must be able to work independently, as part of a team, and be reliable and self-motivated
- Proficient in record-keeping, file management, and documentation

EDUCATION AND EXPERIENCE:

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

- Experience in program delivery and/or reporting
- Experience working with Indigenous communities and/or non-profit organizations.
- Must be able to provide a clear Vulnerable Sector Criminal Records Check
- Must have reliable transportation and hold a valid B.C. driver's license and clean driving record.
- Finance and/or Social Media experience an asset

The VNFC offers great benefits once you complete your probationary period. In return for all that you do, you will enjoy:

- A generous compensation package, with paid vacation time
- \$50,000 annual salary
- Additional-to-vacation paid time off over Christmas break
- An understanding work environment

HOURS: 35 hours per week, with some remote work optional

TERM: Start date May 1st, 2022 to March 31st, 2024 (potential extension based on funding)

OPEN UNTIL FILLED - Please submit your Resume, Cover Letter and 3

References 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.

Victoria Native Friendship Centre
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