



Victoria Native Friendship Centre

Internal/External Employment Opportunity

Position Title: Program Assistant

Department: Family Development and Food Security

Hours: 35 hours per week

Hourly wage: \$23.44 to \$24.93 per hour

Competition close date: August 7th, 2023

Working as part of the Family Development Team and reporting to the Director of Family Development and Food Security, the Program Assistant supports aspects of the overall Family Development and Food Security Department (FDFS). The Program Assistant performs a variety of clerical and administrative tasks including contract maintenance, program coordination, financial and statistical record keeping, and funding tracking and projection.

This position supports Family Development programming through assisting with coordination of programs and events, referral systems, and file management as needed. The Program Assistant also maintains up-to-date contract records, expense records, and reports in relation to food security programming.

Our team includes people of all Indigenous identities; some who are close to their communities and others who are on a path to learn more about their heritage. In recognition of the importance of a lived understanding of Indigenous communities, history, values and culture, preference is given to Indigenous applicants. **Please self-identify in your cover letter.**

Please send cover letter and resume to admin@vnfc.ca. No phone calls please. Only those selected will be contacted

[See the full job description here](#) or visit our website at vnfc.ca

About the Victoria Native Friendship Centre

The Victoria Native Friendship Centre is a non-profit Indigenous-led organization located on Southern Vancouver Island, BC. Our mandate is to encourage and promote the well-being of urban Indigenous people by strengthening individuals, families, and community.

“VNFC respectfully acknowledges the territory of the Ləkʷəŋən People, known today as the Songhees & Xwsepsum on whose land we live, work, learn and prosper.”