



Victoria Native Friendship Centre

Internal/External Employment Opportunity

Position Title: Administrative Assistant

Department: Administration

Hours: Monday to Friday, 8:30 to 4:30

Hourly wage: \$22.44 per hour

Competition close date: Monday September 25, 2023

As the Administrative Assistant, you are an enthusiastic, outgoing personable and self-motivated member of the Victoria Native Friendship Centre (VNFC) team. This role provides a variety of clerical and reception tasks for the staff and community of the VNFC.

As the Administrative Assistant, you report to the VNFC Assistant Executive Director, and work both independently and collaboratively, living the Indigenous values of relevance, respect, reciprocity, and responsibility within good relationships.

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.”