



Victoria Native Friendship Centre

Internal/External Employment Opportunity

Position Title: CEER Administrative Assistant/Data Entry

Department: Family Development and Food Security

Hours: Full-time

Wage Range: \$24.60-\$25.60/hr

Competition Close Date: April 3rd, 2024

Working from an Indigenous Worldview and as part of the CEER (Career, Employment, and Education Resources) team, the CEER Administrative Assistant/Data Entry will support the work of the CEER Team with data entry, database management, invoicing, documentation, electronic file management, and other administrative tasks as required. This position serves as a point person for the CEER team with VNFC finance and builds strong working relationships across the organization.

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 Lək̓ʷəŋən People, known today as the Songhees & Xwsepsum on whose land we live, work, learn and prosper."