



# Victoria Native Friendship Centre

## Internal/External Employment Opportunity

**Position Title:** Medical Office Assistant  
**Department:** Indigenous Wellness & Health  
**Hours:** Full-time  
**Wage Range:** \$27.36/hr  
**Competition Close Date:** March 22nd, 2024

Working as part of the VNFC Health and Wellness Team, and reporting to the Lead Medical Office Assistant (MOA) and Director of Wellness and Health, the MOA is responsible for providing administrative support to the Health and Wellness Team, which provides culturally safe and appropriate primary health care to Indigenous peoples living in the Victoria Area and in nearby First Nations. This position requires commitment to the goal of improving the health of the Indigenous community, and enjoyment of working with the public.

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](mailto: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](http://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<sup>1</sup> on whose land we live, work, learn and prosper.”