



Victoria Native Friendship Centre

Internal/External Employment Opportunity

Position Title: Community Engagement & Events Coordinator

Department: Community Action & Learning

Hours: Full-time

Wage Range: \$27.00/hr

Competition Close Date: August 14th, 2024

Working as part of the Community Action and Learning Department, and reporting to the Community Services Manager, the Community Events and Engagement Coordinator supports the organisation and delivery of community-based events out of the Bruce Parisien Library. The Community Events Coordinator will support volunteer access opportunities at the VNFC by coordinating recruitment, onboarding, and retention; acting as lead administrator of the CAL database; and building relationships with internal and external partners. This position works with Inuit, First Nation, Indigenous, Metis and Non-Indigenous Community, some of whom are connecting with the Friendship Centre for the first time.

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 & Xwsepsum¹ on whose land we live, work, learn and prosper.”