



# Victoria Native Friendship Centre

## Internal/External Employment Opportunity

**Position Title:** ASCD Administrative Coordinator

**Department:** Early Childhood Supports

**Hours:** Full-time

**Wage Range:** \$24.93/hr

**Competition Close Date:** December 12th, 2024

Working collaboratively with the Director of Early Childhood Supports, the Aboriginal Supported Childhood Development (ASCD) Administrative Coordinator will support the contract, invoicing, and administrative work of the ASCD program and maintain a small ASCD caseload. The Coordinator will have a strong knowledge of the ASCD program, contract preparation and maintenance, financial and statistical record keeping, and general administrative and clerical support.

Our competitive compensation package includes extended cost-shared benefits and a pension plan. 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.”