



Victoria Native Friendship Centre

Internal/External Employment Opportunity

Position Title: Property Administrator

Department: Properties, Homes and Living Supports

Hours: Full-time

Wage Range: \$25.00-\$28.00hr

Competition Close Date: December 9th, 2024

As a member of the VNFC Housing Team, reporting directly to the Housing Operations Manager, the Property Administrator operates from a strong Indigenous cultural foundation and promotes a family-centered approach. This role provides a range of confidential administrative services to support the Property Management office, ensuring smooth workflow and exceptional customer service for tenants. The Property Administrator plays a key role in supporting applicants and tenants of VNFC-owned properties while aligning with the organization's vision and values. Additionally, the position assists in managing and overseeing VNFC property assets and contributes to the daily operations of the Property Management team.

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. 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.”¹