



# Victoria Native Friendship Centre

## Internal/External Employment Opportunity

**Position Title:** Medical Office Assistant

**Department:** Wellness and Health

**Hours:** Full Time

**Wage Range:** \$27.36

**Closing Date:** February 2nd, 2025

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 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.**

Applicants must be able to work legally in Canada; VNFC is unable to sponsor employment visas or offer work permits at this time.

**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.