



Victoria Native Friendship Centre

Internal/External Employment Opportunity

Position Title: Finance Administrative Assistant

Department: Administration

Hours: Full-time

Wage Range: \$26.96/hr

Closing Date: November 7th, 2025

Working as part of the Finance Team, the Finance Administrative Assistant will assist and contribute to the accounting processes for VNFC in an Accounts Payable, Payroll and Property Management capacity and will report to the Finance Manager/Director of Financial Operations. This is an excellent opportunity for applicants who are interested in working within a not-for-profit sector, and where you can grow and develop your skills.

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. 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.”