



# Victoria Native Friendship Centre

## Internal/External Employment Opportunity

**Position Title: Housing Subsidy Administrator**

**Department: Properties, Homes & Living Supports**

**Hours: Full-time**

**Wage Range: \$28.87/hr**

**Closing Date: April 21st, 2026**

The Housing Subsidy Administrator is responsible for the financial review, administration, and tracking of housing subsidies and related financial supports. This role ensures that all subsidy decisions and payments are accurate, compliant with funding agreements, and supported by complete and well-managed documentation. The position requires strong financial understanding, effective time management, meticulous file management, and clear written and oral communication.

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 permanent residents able to work legally in Canada, with all positions located in Victoria, BC. VNFC is unable to sponsor employment visas or offer work permits or remote work 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.

**"VNFC respectfully acknowledges the territory of the Lekw̓n̓en People, known today as the Songhees & Xwsepsum on whose land we live, work and prosper."**<sup>1</sup>