



## Victoria Native Friendship Centre

### Internal/External Employment Opportunity

**Position Title: Property & Housing Support Administrator**

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

**Hours: Full-time**

**Wage Range: \$27.04/hr**

**Closing Date: May 25th, 2026**

Working 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.

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.

**“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.”**