



# BC Association of Aboriginal Friendship Centres

## Project Assistant

### 3C Challenge Youth Entrepreneurship Project

Full-Time / 35hr work week / based in Victoria, BC  
Position begins May 2019 and ends March 31, 2021

#### Background

The BC Association of Aboriginal Friendship Centres (BCAAFC) is seeking a highly qualified individual to assist the Project Manager for the Aboriginal Youth Entrepreneurship 3C Challenge Program. The Project Assistant is a member of the partnership team between University of Victoria Gustavson School of Business (UVIC GSB) and BCAAFC, reporting to the Project Manager, BCAAFC. The Project Assistant has the shared responsibility of assisting to meet all the goals and objectives of the project, in collaboration and with support of the partners.

The BC 3C Challenge is an innovative and experiential project targeted to Aboriginal Youth ages 15 – 29 that requires teams to collaborate and balance the values: (1) Community, (2) Culture and (3) Cash (3Cs) in new business ventures. The program aims to build skills and experience through training and an entrepreneurship competition for Aboriginal youth. The 3 C Challenge will host 50 workshops to be implemented in 25 Friendship Centres in BC over a 34 month period, training 1000 youth.

This position specifically focuses on supporting the development and implementation of the 3C Challenge Program within a multi team environment. The Project Assistant is highly organized, has a flexible work schedule a willingness to travel, is a problem solver and has a passion for working within Indigenous communities.

#### Key Duties and Responsibilities

Reporting to the Project Manager the 3C Challenge Project Assistant collaborates to plan and implement the ≈3 year program. Duties include:

- Assist in developing a detailed workplan for each of 50 specific 3 Challenges in 25 Friendship Centre communities
- Assist in developing detailed work plans, agendas, project actions, timelines, reporting formats, project agreements and procedures for each 3 C Challenge and for the overall project.
- ensure training locations, including catering are scheduled, supplied and set up
- sets up each training site, including shipping materials and supplies, arranges catering, participant travel if required,
- Assist in completing the agreements with each participant, and
- Develops participant profiles for the Facilitators' review
- Assist in working with the partners and the participants to promote the 3C Challenge through social media for current and upcoming sessions, winners, etc.
- Address the needs of the 3C Challenge participants, trainers, mentors, and partners
- Arranges funding and available supports for participants including per diems, child care,
- Coordinate all travel and homestays and/or hotels for program staff, participants and facilitators
- Enters relevant data into the data collection system and enters data for 12 week follow up.
- Assist in keeping organized records of documents, keeps updated budgets and timetables, collects progress reports.
- Assist in ensuring the project teams have the resources they need, within the budget, including office supplies and tools,
- Assist in preparing reports for data collection and analysis, correspondence related to the project, and

maintaining project records and regulatory documents

- Arranges Wi-Fi for each training site
- Assists the Project Manager to address all required reporting and deliverables according to the contract timelines
- Ensures real time uploading of contestant progress and posts updates and results a minimum of twice weekly
- In partnership with the BCAAFC and Uvic GSB, assists in developing evaluation indicators and assist in development of an evaluation framework

### **Knowledge and Abilities**

- Knowledge and understanding of urban Aboriginal communities and Friendship Centres and related service and government organizations including ASETS holders, social innovation and entrepreneurship supports and programs
- Significant experience working with Aboriginal communities and urban Aboriginal service organizations especially in the employment, training and education sectors
- Excellent organizational skills with the ability to work without supervision and within in a team setting
- Knowledge of and experience with project planning applications and tools
- A high energy level with a determined, positive and productive attitude, and team player
- Excellent communications and interpersonal skills, both verbal and written
- The ability to work under pressure within a fast paced changing and flexible environment
- Strong time management, and problem solving skills
- Demonstrated ability to manage an online presence including strong working knowledge of social media tools

### **Qualifications**

- Certificate, or minimum 3 years of work experience
- Significant experience with youth, Aboriginal communities and urban Aboriginal service organizations
- Excellent knowledge of Microsoft Office applications, and social media applications
- Must be able to provide clear, current criminal record check
- Must have driver's license and be willing to travel extensively throughout BC

### **What do we have to offer you?**

In return for all you do, you will enjoy:

- A competitive compensation package.
- \$45,000 per year
- Automatic enrollment in our Wellness Group membership: A fun group of people to hang out with once a month
- Understanding work environment

**If you want to join our team send your resume and cover letter to:**

Patricia Moore | General Manager  
BC Association Aboriginal Friendship Centres  
**Email: [pmoore@bcaafc.com](mailto:pmoore@bcaafc.com)**

if EMAILING, please put **"3C Project Assistant"** in the subject line.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.  
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)

**DEADLINE: May 27<sup>th</sup>, 2019**