



**BCAAFC | BC Association of
Aboriginal Friendship Centres**

Employment Opportunity – Policy/Contract Manager

Permanent Full Time / 35 hrs. week / Based in Victoria BC

The BCAAFC is seeking a highly qualified and motivated individual to manage and oversee the BCAAFC's Policy Department and incoming contracts. Reporting to the General Manager, the Policy/Contract Manager will work with provincial ministries and other partners and stakeholders to support the BCAAFC's strategic provincial initiatives and activities through external engagement, contract negotiations and reporting. In addition, the Policy Contract Manager will also support member Friendship Centres in an advocacy and information-sharing context to support Friendship Centres' delivery of urban Indigenous programs and services. This position works closely with the Executive Director and General Manager, and provides recommendations to the BCAAFC Board of Directors, member Centres, staff, and external stakeholders to develop and implement the BCAAFC's Urban Indigenous initiatives.

Key Duties and Responsibilities:

- Building and maintaining relationships with a variety of stakeholders including the federal and provincial governments
- Proposal Writing and Budget creation
- Negotiating contracts
- Maintaining both electronic and paper files of multiple programs/agencies
- Briefing notes
- Policy Analysis
- Manage teams

Knowledge and Abilities

- Knowledge of the BC Society Act
- Strong communication, administrative and interpersonal skills
- Ability to juggle multiple projects with superb accuracy
- Strong time management, decision making and problem solving skills
- Experience with financial documents
- The ability to work well in a team setting
- The ability to work without supervision on assigned projects
- Punctual, with a high energy level with a determined and productive attitude
- Adaptable and flexible within a wide variety of situations
- Ability and willingness to learn new software as required.
- Ability to travel to off-site locations in a timely and efficient manner, as required.
- Ability to work outside normal business hours, as required.

Qualification:

- Bachelor degree (Masters preferred) in a relevant discipline such as Public Administration, Economics, Political science, law or business administration.

- Demonstrated knowledge of contemporary social research and evaluation methods, including concisely and persuasively writing a wide range of documents such as briefing notes, proposals, and contracts.
- Demonstrated analytical skills to analyse and synthesize policy, interpret legislation, complex reports, and develop recommendations for a wide range of initiatives
- Demonstrated project leadership, negotiation and presentation skills to develop cross-functional internal and external community partnerships.
- Demonstrated experience at negotiating funding contracts with various agencies.
- Computer literacy utilizing MS software applications with proficiency in word processing, spreadsheet, presentation and database software including Internet research tools.
- Experience working with Indigenous communities and organizations
- Criminal Records Credit check a requirement of the position;

What do we have to offer you?

In return for all you do, you will be rewarded with a salary ranging from \$65,000 to \$75,000 a year based on your skills and experience including a benefit package of:

- Three weeks paid vacation
- A 50% employee benefit package
- An Employee wellness program
- 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 by to:

Patricia Moore | General Manager
BC Association Aboriginal Friendship Centres
 Email: pmoore@bcaafc.com

If EMAILING, please put "POLICY CONTRACT MANAGER" 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)