



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

5 X 5 Program Coordinator

Temporary Full-time / 35 hrs. week/ Based in Victoria, BC (could be remote)

The BC Association of Aboriginal Friendship Centres (BCAAFC) is seeking a qualified individual to manage and coordinate our 5x5 Aboriginal Jobs Strategy. This position will currently focus on the outreach and support to our member Friendship Centres involved with 5x5 Centres of Employment as well as coordinating our contract as a Delivery Agent for the Ministry of jobs, Tourism, Skills and Training (JTST), Canada Jobs Grant program. The position will explore and move forward other pillars of the strategy, which include Social and Economic Innovation, Education, Partnerships and Operational Capacity.

Key Duties and Responsibilities

- Project management and oversight for all activities and deliverables under the Urban/Off Reserve Corridor Skills Development Project (the “Northern Corridor Initiative), including:
 - Produce narrative and financial reports for the funder;
 - Liaise with the funder and ensure all contract deliverables and reporting requirements are met;
 - Monitor project budget and manage all financial responsibilities;
 - Direct and support the activities of the 5x5 Client Tracking System Working Group and Coordinators;
 - Support the implementation of the 5x5 Client Tracking System;
 - Provide contract management and oversight for the seven Northern Corridor Employment Centres (Urban/Off Reserve Skills Development contract recipients), including:
 - Ensure all deliverables and reporting requirements are met in accordance with contract timelines;
 - Oversee project spending and monitor contract budgets;
 - Support Employment Centre Coordinators as needed;
 - Research, catalogue and distribute resource materials to the Northern Corridor Employment Centres;
- Promote and administer the JTST Canada Jobs Grant applications program, including:
 - Liaise with the funder and ensure all contract commitments and reporting requirements are met;
 - Maintain accurate administrative records, statistics, and data;
 - Support and monitor applicants in the submission process and on an ongoing basis through to successful completion of training and reimbursement;
 - Gather and catalogue evidence from Applicants regarding issues, challenges, opportunities and best practices;

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551 Chatham Street | Victoria, BC | V8T 1E1 | www.bcaafc.com

Phone: 250-388-5522 | 1-800-990-2432 | Fax: 250-388-5502



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- Research and develop other Employment & Training opportunities for our member Friendship Centres;
- Create program promotional materials and reports, which capture the successes of the initiatives of the 5x5 program, and of the 5x5 Centres of Employment.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

**Qualified internal applicants will receive preference.
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)**

Please provide a cover letter, resume, and 3 references to:

Patricia Moore | General Manager
BC Association Aboriginal Friendship Centres
551 Chatham St. Victoria, BC V8T 1E1
Office: 250-388-5522 extension 203, or 1-800-990-2432 (fax) 250-388-5502
Email: pmoore@bcaafc.com | Website: www.bcaafc.com

Deadline: 4:30 pm March 7th, 2018

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