



BC Association of Aboriginal Friendship Centres

Community Gaming & Grant Coordinator

Permanent Full-time / 35hr work week / based in Victoria, BC

As an outreach partner for the BC Community Gaming Grants program, the BC Association of Aboriginal Friendship Centres (BCAAFC) is seeking a highly qualified individual to coordinate our Aboriginal Capacity Support Program. The position will assist in grant applications for Human and Social Services, Capital Projects, Parent Advisory Councils, Environment and Public Safety. This is a full time position contingent on funding and the salary will be commensurate with education and experience.

Key Duties and Responsibilities

- Support the applications of eligible Aboriginal agencies accessing the grant program
- Support the agencies with accessing funding based on leveraging opportunities
- Research and provide analysis of projects agencies that have requested capacity development support.
- Organize community engagement sessions to deliver presentations and provide guidance and recommendations for successful project submissions
- Create and facilitate access to central resources for proponents to use in their project planning and proposal writing
- Provide organizations with access to tools and information to articulate program deliverables, track in-kind volunteer work, gauge financial requirements and format reporting
- Generate required quarterly and annual reports

Work with the communications manager to ensure membership receives granting information relevant to their area.

Knowledge and Abilities

- Strong verbal, written, communication and presentation skills
- Exceptional organizational skills, time management, decision making and problem solving skills
- Excellent interpersonal skills and ability to work effectively with others
- Applied knowledge of Aboriginal community issues
- Applied knowledge of Aboriginal granting opportunities
- Strong proficiency in Proposal writing
- Strong proficiency in Microsoft applications including SharePoint, Excel and data management
- Able to work independently with limited supervision
- A high energy level with a determined and productive attitude
- Experience and proficiency in project and contract management
- Strong time management, decision making and problem solving skills
- A high energy level with a determined and productive attitude

Qualifications

- Post-secondary level education in a relevant discipline or 5 years demonstrated experience
- Significant experience working with Aboriginal communities and urban Aboriginal service organizations
- Excellent knowledge of Microsoft Office applications including SharePoint
- Must possess a valid BC Drivers license and be able to travel to communities around the Province

- Must be able to provide clear, Criminal Record/Vulnerable Sector Check

**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