



BC Association of Aboriginal Friendship Centres

Capacity Support 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 motivated 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 position will require you to become a grant expert, and more specifically an Indigenous Grant specialist. This is a full time position contingent on funding. It is an entry level position, but it is a fun one! **ABILITY TO TRAVEL IS ESSENTIAL**

Key Duties and Responsibilities

- Support the applications of eligible Indigenous agencies accessing the grant program. You will need to travel to our Friendship Centers and other Indigenous organizations in the province to help them with their grant writing.
- Support the agencies with accessing funding based on leveraging opportunities. You will need to help our Friendship centers and other Indigenous organizations match their grants with other opportunities available.
- Research and provide analysis of projects agencies that have requested capacity development support. You will need to get to know our Friendship centers and other Indigenous organizations and work with them to create funding plans.
- Organize community engagement sessions to deliver presentations and provide guidance and recommendations for successful project submissions. You will need to work with our Friendship centers and other Indigenous organizations to provide information about the program.
- Create and facilitate access to central resources for proponents to use in their project planning and proposal writing. You will need to work with the communications officer to ensure grant opportunities are provided to the centers and other Indigenous organizations in a timely manner, and engage with the centers and other Indigenous organizations when a funding opportunity comes up to ensure they are on it!
- Provide organizations with access to tools and information to articulate program deliverables, track in-kind volunteer work, gauge financial requirements and format reporting. You will need to help the Friendship centers set up templates in their organizations to ensure the grant writing process is not a long and drawn out process.
- Generate required quarterly and annual reports. Reports include what was done, how it was done, how it helped, what worked, what did not, and the cost.

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 Indigenous community issues
- Applied knowledge of Indigenous 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 Indigenous communities and urban Indigenous 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

What do we have to offer you?

In return for all you do, you will be rewarded with a salary ranging from \$40,000 to \$50,000 a year based on your skills and experience. We also have benefits once you complete your probation period! This includes:

- Three weeks paid vacation to start, the longer you stay the more you get!
- 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 coverletter by June 15th, 2018 – END OF DAY to:

Patricia Moore | General Manager

BC Association Aboriginal Friendship Centres

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Email: pmoore@bcaafc.com | Website: www.bcaafc.com

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

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