



# BC Association of Aboriginal Friendship Centres Employment Opportunity

## Aboriginal Capacity Support Officer – Gaming Initiative

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

### Background

The BC Association of Aboriginal Friendship Centres in Victoria, BC is seeking an Aboriginal Capacity Support Officer for the Gaming Initiative, which seeks to increase Aboriginal access to community gaming grant programs. This position will suit someone ready to take on a variety of challenges, opportunities and extensive travel during certain times of the year.

Reporting to the Program and Services Team Leader, the successful candidate will be experienced in community engagement, facilitation, social media and carrying out day-to-day activities including: organizing and delivering workshops for individuals or groups, webinars, resource development, document and budget revisions for community agencies, and communications.

She/he will also possess the following qualifications:

- Post-Secondary education in a related field, or minimum of 5 years' experience working with Indigenous communities and service organizations, preferably in facilitation and/or engagement
- Advanced proficiency with Excel, Word and SharePoint
- Advanced writing skills for technical documents and community-based writing
- Excellent communication and interpersonal skills combined with the ability to work effectively in a team environment
- Strong organizational and administrative skills, as well as, experience managing multiple tasks and time sensitive deadlines with a high attention to detail
- A valid Driver's License and the ability to travel extensively throughout the Province of BC
- Strong social media skills and willingness to be onscreen for the webinars
- Adaptable and flexible within a variety of situations, with a positive and productive attitude
- Graphic design skills an asset
- Must be able to provide clear, current criminal record check including vulnerable sector check

A competitive compensation package with benefits is available with position. If you are interested in this exciting career opportunity, please provide your resume and cover letter in complete confidence by:

### Submission Deadline – Friday, September 8, 2017 at 5:00pm PST

Please email your cover letter and resume, along with three (3) references to:

Leslie Varley, Executive Director, [lvarley@bcaafc.com](mailto:lvarley@bcaafc.com) or by fax (250) 388-5502.

If you have any questions please phone: 250-388-5522 or contact the above by email.

Only those candidates invited for an interview will be contacted.

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry. Please self-identify.*