



BC Association of Aboriginal Friendship Centres

Job Opportunity – Time Sensitive

Employment Opportunities

Administration Assistant & Program Assistant

Summer Student

Term Employment (8weeks)
35 hrs. week / Based in Victoria BC

Summary

The BC Association of Aboriginal Friendship Centres (BCAAFC) is seeking two full-time Summer Students to fill the positions of Administration Assistant and Program Assistant. The projects of the Administration Assistant and Program Assistant will benefit the BCAAFC by providing administrative support with a focus on office infrastructure and event coordination. This work will strengthen the student's administration, coordination and communication skills.

Key Duties and Responsibilities

- Supporting the BCAAFC organization as a whole
- Administrative support and logistics coordination as directed, including but not limited to communications, electronic and hardcopy file maintenance, data entry, front desk support, and travel and logistics planning for staff and events
- Participation on the Occupational Health and Safety (OHS) Committee, including planning OHS activities for the office staff and documenting those events

Knowledge and Abilities

- Understanding of urban Aboriginal communities and non-profit organizations an asset
- Able to receive direction on assigned tasks and request clarification when needed
- The ability to work well in a team setting and support others in their work
- Strong time management and organizational skills
- The ability to work with or without supervision on assigned projects
- Adaptable and flexible within a wide variety of tasks and projects
- Punctual with a positive attitude

Qualifications

- Strong computer literacy skills (particularly with Microsoft Office Suite)
- Solid communication and interpersonal skills, both written and verbal
- Must have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year, September 2018
- Must be between the ages of 15 and 30 years
- Must be able to provide a clear criminal record check
- Extremely organized

What do we have to offer you?

In return for all you do, you will be rewarded in the following way:

- Earn \$15.00 per hour
- Receive 4% VACATION PAY
- Automatic enrollment in our Wellness Group membership: A fun group of people to hang out with once a month – We all need our vitamin D!
- Understanding work environment

If you want to join our team send your resume, coverletter and 2 References to:

Patricia Moore | General Manager

BC Association Aboriginal Friendship Centres

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

PLEASE INCLUDE THE FOLLOWING IN THE SUBJECT LINE:

SUMMER STUDENT OFFICE ASSISTANT

DEADLINE: June 7, 2018 – END OF DAY

*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)