



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

Job Opportunity Administrative Assistant (AIDP ASCD)

The BC Association of Aboriginal Friendship Centres (BCAAFC) is seeking a qualified individual to support the Provincial Advisors for Aboriginal Infant Development and Aboriginal Supported Development. These two Provincial Advisor offices give support and educational information to AIDP / ASCD workers throughout the province in regards to aboriginal infant development and support programs. This is a full time position with benefits based in Victoria.

Key Duties and Responsibilities

- Facilitate communication with AIDP/ASCD programs, AIDP/ASCD regional advisors, ECD stakeholders and Provincial advisory committee with/or on behalf of the AIDP/ASCD Provincial Advisors
- Coordination of the AIDP/ASCD Provincial Advisory Committee meetings
- Support Professional Development Fund Committee and Partnership Project Committee activities
- Administrative support for Provincial Advisors incl. office communications, file management, reporting, cheque administration, travel planning, taking minutes and assembling meeting packages.

Competencies and Requirements

- Post-Secondary education in a relevant discipline
- Proven experience as an administration assistant with general and key duties and responsibilities.
- Experience and proficiency in Microsoft Office, website maintenance, SharePoint, social media.
- Working knowledge of office management systems and procedures.
- Strong organizational, critical thinking and problem solving skill
- Excellent written, verbal, and presentation skills
- Excellent interpersonal skills and the ability to work effectively within a team.
- Comfort working with all ages from a culturally safe, family centred practice philosophy and working with children with special needs.
- Experience working with Indigenous communities and urban Aboriginal service organizations;
- Excellent knowledge of Microsoft Office application and related applications
- Coordination of the AIDP/ASCD Provincial Advisory Committee meetings
- Successfully undergo criminal record and vulnerable sector checks

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

**Please provide a cover letter, resume, and 3 references to:
Diana Elliott – advisor@aidp.bc.ca Ph: (250)-388-5593 1-866-338-4881
Deadline: 4:30 pm, Friday, April 21, 2017.**

BC Association of Aboriginal Friendship Centres

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