

Job Description

Administrative Assistant

Position Created on:	
JD Modified on:	April 2026
Type of Position:	Full Time, 28-35 hours/week
Place of Work:	Office
Funded by:	n/a
Salary Range:	\$50,000–\$55,000
Reports to:	Office Manager
Coordinates:	No
Supervises:	No
Travel Required:	Occasionally (site visits within B.C. as required)

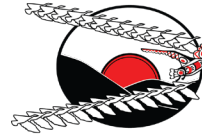
Purpose

The BC Association of Aboriginal Friendship Centres (BCAAFC) is an innovative organization working collaboratively with its member centres and partners to support urban Indigenous people through supporting the work our of 25 BC Friendship Centres.

This is an entry level administrative assistant position to help support the BCAAFC office and programs. Preference will be given to Indigenous applicants, though we encourage all BIPOC community members interested in this position to apply. This position can be 4 or 5 days a week depending on successful candidates preference.

Duties Include

- Supply ordering - Keep office organized with supply ordering and inventory tracking
- Coordinating minor repairs - coordinating work and repairs for office as needed
- Writing - Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Note taking – take detailed and accurate meeting minutes for a variety of tables, and for board meetings
- Format reports/presentations using professional report writing standards as guidelines including ensuring the accuracy of spelling, grammar and other structural elements, with support from the Communications Officer.



- Knowledge and understanding of BC Indigenous, First Nations and Métis cultures and history with a demonstrated knowledge of cultural awareness, humility, and ensuring cultural safety.
- Schedule travel – attention to detail is vital, taking responsibility to arrange logistics and travel for BCAAFC managers and directors, including flight booking, hotel accommodations, etc.

Skills and Abilities

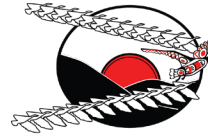
- Knowledge and understanding of BC Indigenous, First Nations and Métis cultures and history with a demonstrated knowledge of cultural awareness, humility, and ensuring cultural safety.
- Administrative and organizational abilities, with experience managing files
- Strong verbal and written communication skills
- The ability to work well both under a supervisor and independently as necessary
- Strong time management, decision making and problem-solving skills
- Ethics and integrity, working with confidential materials and information
- Strong organizational and scheduling skills
- Excellent verbal and written communications, listening and customer service skills
- Multi-tasking skills and ability to be flexible when priorities shift
- Computer and software skills including Microsoft suite of software – Word, Excel, OneNote and ideally SharePoint and Teams

Qualifications

- Excellent interpersonal skills with the ability to develop and maintain strong positive working relationships with BCAAFC employees, community partners, and Friendship Centres
- Superior written communication skills including experience developing and preparing original content such as policy development and analytical reports
- Strong verbal communication skills with experience managing internal and external stakeholder relationships
- Knowledge of BC Friendship Centres is an asset

Position Information

- This position is an in-office position
- Main location at 551 Chatham St in downtown Victoria



BC Association of Aboriginal
Friendship Centres

BCA AFC

- The workweek is 28-35 hours, 9:00am – 5:00pm Monday to Friday, overtime and travel may be required
- Preference will be given to Indigenous, Inuit or Métis persons only, ensure your cover letter self-identifies ancestry and your experience meeting required skills and experience.

In return for all that you do, you will enjoy:

- A competitive compensation package, including three weeks paid vacation to start
- \$50-55,000 year starting salary depending on experience
- Extended Health Care and Dental Plan
- Employee Assistance Program
- Three (3) weeks' paid vacation time, plus additional paid time of during annual office closure in December
- Accessible workspace including offices, open workstations and elevators
- Flexible, Inclusive work environment

Research confirms that women and BIPOC individuals are less likely to apply for positions if they don't meet all of the listed qualifications. We believe that hiring for organizational culture and fit is important, and so we strongly encourage women and BIPOC individuals that may not have all listed qualifications and experience to apply.

Please send resume and cover letter to:

hrmanager@bcaafc.com

SUBJECT LINE MUST INCLUDE: Admin Assistant Position

DEADLINE: Wednesday, June 17th, 2026, 4:00pm PST

(Only shortlisted candidates will be contacted)

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