

BC Association of Aboriginal
Friendship Centres
BCAAFC

Job Posting

Contracts & Member Support Administrator

Employment Status: Full-time
Hours: 35-hour work week
Location: Hybrid, In office – Victoria, BC
Posting: External: applications accepted only by email (see below)
Anticipated Start Date: September 2, 2026

Job Summary

Located within the territory of WSÁNEĆ (Saanich), Lkwungen (Songhees) and Wyomilth (Esquimalt) peoples, the BC Association of Aboriginal Friendship Centres (BCAAFC) is the umbrella association for the 25 Friendship Centres throughout the Province of British Columbia. The BCAAFC collaboratively works to promote and deliver accessible programs and services that target urban Indigenous peoples and that support their vision of health and wellness.

We are looking for a Contracts & Member Support Administrator to join our team. This role supports the administration of funding agreements between BCAAFC and Friendship Centres throughout British Columbia. Working closely with the Contract Manager, the Coordinator assists with funding agreement administration, program and financial reporting review, member engagement, and capacity-building support.

The Administrator serves as a key point of contact for assigned Friendship Centres, helping members understand and meet funding requirements while providing responsive, relationship-based support. This role balances accountability and compliance responsibilities with a commitment to strengthening member capacity and supporting successful program delivery.

We are seeking someone who...

- Has strong written and verbal communication skills, including comfort with speaking on the phone.
- Is detail oriented and able to manage and maintain large amounts of information in an organized manner.
- Has an understanding of basic accounting principles and financial reporting.



- Has strong administrative skills – ensuring that contracts are correct, managed in a timely manner, and deadlines are met .
- Has strong problem-solving and critical thinking skills, and the ability to discern when additional support from the team may be required.
- Has a demonstrated commitment to the unique needs of Indigenous community members; a strong advocate for Friendship Centres and Indigenous-led service delivery models.
- Enjoys working as part of a team, while also able to manage one's own workload with minimal direction or supervision.

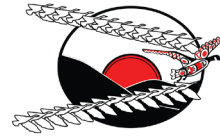
Key Responsibilities

Funding Agreement Administration:

- Support the administration of multiple funding agreements involving Friendship Centres throughout British Columbia.
- Review funding applications for completeness and assist Friendship Centres in meeting application requirements.
- Monitor reporting schedules and assist in ensuring program and financial reporting requirements are met.
- Maintain complete, accurate, and up-to-date contract files, including funding agreements, amendments, budgets, reports, correspondence, and audits.
- Assist with the preparation and processing of funding agreement renewals and amendments.
- Maintain tracking systems for reporting, payments, contract deliverables, and compliance requirements.
- Escalate reporting concerns, compliance issues, and emerging risks to the Contract Manager.

Financial Review and Reporting Support:

- Review financial reports submitted by Friendship Centres for accuracy, completeness, and compliance with funding agreements.
- Monitor program budgets and expenditures to ensure alignment with approved funding partners.
- Identify reporting discrepancies, budget variances, potential surpluses, or areas requiring follow-up.
- Assist Friendship Centres in understanding reporting requirements and financial documentation expectations.



- Support the Contract Manager in reviewing annual audited financial statements and financial reporting submissions.

Member Support and Capacity Building:

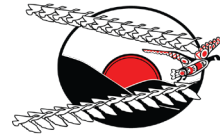
- Serve as a key contact for Friendship Centres seeking information and support related to funding agreements, reporting requirements, and program administration.
- Build and maintain positive working relationships with Friendship Centre staff and leadership.
- Provide orientation, training, and guidance regarding funding applications, reporting processes, financial tracking, and funding agreement requirements.
- Identify areas where Friendship Centres may benefit from additional support and coordinate appropriate resources or follow-up.
- Work collaboratively with Friendship Centres to address reporting challenges and strengthen administrative and financial practices.
- Maintain detailed records of member communications, supports provided, and follow-up actions.

Program Monitoring and Coordination:

- Review program reports and supporting documentation to ensure funding requirements are met.
- Track late or outstanding reporting and coordinate follow-up with Friendship Centres.
- Assist in identifying trends, challenges, and opportunities across funding programs and member organizations.
- Prepare summaries, reports, and recommendations for the Contract Manager and leadership team as required.
- Participate in site visits, meetings, and member engagement activities to support relationship-building and program success.

Organizational Support:

- Collaborate with colleagues across Programs, Member Services, Finance, and Operations teams.
- Support the continuous improvement of funding administration processes, tools, and resources.
- Maintain awareness of relevant funding requirements, policies, and legislation affecting Friendship Centres and funded programs.



- Contribute to special projects and organizational initiatives as assigned.

Qualifications

- Diploma, certificate, or degree in Business Administration, Public Administration, Accounting, Finance, Community Development, Indigenous Studies, or a related field; or and equivalent combination of education and experience.
- Experience working with Indigenous community and service organizations, or the non-profit sector is strongly preferred.
- Strong PC software skills including experience with Microsoft Office (Word, PowerPoint, SharePoint, Teams and Excel).
- Minimum two to three years of experience in program administration. Contract administration, grants administration, financial administration, member services, or a related role.

Employment Conditions

- The place of work is 551 Chatham Street; a hybrid model of up to 3 days/week work from home may be considered after probation. Occasional travel throughout British Columbia is required.
- The BCAAFC is an accessible space including ground floor workspaces, elevator and accessible workstations.
- The workweek is 35 hours, some overtime and travel will be required
- The selected individual must have a stable internet connection and telephone/cell phone to work from home. IT services and laptops will be supplied.
- Must be able to provide a clear, current criminal record check.
- Occasional travel is required for this position – BC Driver's license and willingness to drive preferred

The compensation package includes...

- Three weeks paid vacation (plus additional time off during office closure at the end of December)
- Employee health benefits plan
- \$60,000 starting salary based on experience.
- RRSP matching of up to 8% of annual salary to a max of \$8,000 per year.
- Monthly employee wellness fund



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How to apply

- The email subject line must include: Contracts and Member Services Coordinator
- The opening paragraph of the cover letter should explain why you wish to work for an Indigenous organization.
- Please note: preference will be given to qualified Indigenous applicants. Ensure your cover letter self-identifies ancestry.

Please email your resume and cover letter to:

Human Resources Manager

Danielle Proudfoot

dproudfoot@bcaafc.com

Application deadline: July 23, 2026. Only shortlisted candidates will be contacted.

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