



Vancouver Aboriginal Friendship Centre Society

Job Posting: Elders Coordinator

Note: this position requires BCGEU union membership and applicable dues

The Vancouver Aboriginal Friendship Centre Society (VAFCS) is seeking a dedicated, motivated individual responsible for activity and programming to support elder participants at VAFCS. Our mission is to provide programs and services that contribute to the culture, educational, social, economic and recreational development of Aboriginal People; and to support the objectives of Aboriginal self-determination.

Job Summary

Responsible for developing and implementing activities, programming and budgets for our Elders, will be responsible for proposal writing, fund raising and marketing, will provide program implementation and evaluation, networking and collaboration with Non- Aboriginal agencies. Deliver and/or coordinate inclusive, culturally- sensitive workshops and activities, act as a liaison between service agencies.

Responsibilities include and are not limited to:

- Develop and plan the weekly food bank and luncheons.
- Produce an Elders monthly activities and programming calendar
- Develops strong networking with Non- Aboriginal services.
- Develops and implements a monthly and yearly budgets;
- Develops and implement programming for Elders.
- Develop inter-generational opportunities for Elder and Youth Activities.
- Facilitate and/or arrange motivational, informational and educational workshops
- Provides monthly, quarterly and annual reports.
- Develops a data base of VAFCS Elder participants.
- Drafts funding proposals.
- Acts as a liaison and consult with service agencies involved with Elders to ensure quality partnerships are being carried out.
- Plan workshops, event and outing activities (budget permitting)

Qualifications

- Knowledge and understanding of First Nations cultures, historical issues and Service Delivery.
- Two to three years prior experience in Program Management.
- Knowledge and understanding of Provincial Legislations in relationship with Elders Rights and Benefits.

- Knowledge and understanding of Medical system and the Non- Insured Health Benefits for Aboriginal Elders, under the Indian Act and Treaty.
- Computer Literacy, including Windows, Excel and Desk Top publishing.
- Proven experience in proposal writing and implementation.
- Ability to handle multiple tasks and interact with personnel on all levels.
- Organized and ability to work independently and as a team.
- Effective conflict resolution skills
- Strong verbal and written communication skills.
- Ability to attend and conduct presentations.
- Ability to occasionally lift items as heavy as 50 lbs.
- Recruit, oversee and coordinate volunteers
- Criminal Record Check required
- Class 5 Driver's license, Class 4 is preferred

Education: Grade 12 plus related training such as program management

Training & Experience: 3 (three) years recent related experience or an equivalent combination of education, training and experience

Job Details: Full time Monday to Friday; 37.5 hours/week

Projected Start Date: As soon as position filled

All applications must include: A) cover letter B) resume C) two (2) references

Hardcopy to: Vancouver Aboriginal Friendship Centre Society 1607 E. Hastings Street
Vancouver, BC V5L 1S7

OR via email: executivedirector@vafcs.org Or via fax (604) 251-1986

DEADLINE FOR APPLICATIONS: EXTENDED TO MAY 24, 2017 AT 3PM

Preference will be given to qualified Aboriginal candidates in accordance with Section 41 of the BC Human Rights Code.

Only candidates shortlisted will be contacted for an interview.

Thank you to everyone who applies.