



Vancouver  
**Aboriginal**  
Friendship Centre

## **Job Posting**

### **Program Director**

Monday November 6, 2017

Vancouver Aboriginal Friendship Centre Society's (VAFCS) mission statement is to provide the practical tools for accomplishing our visionary ends through socio economic programs and services; that empower self reliance, responsibility, success and prosperity for all urban Aboriginal individuals, families and community.

#### **Primary Responsibilities:**

The Program Director oversees the coordination and administration of all aspects of VAFCS programming and ensures compliance with contracts, procurement of funds, donations, and grants to meet the budgetary requirements of the organization. As such, the successful candidate will be expected to attend community meetings in order to build and maintain positive relationships in alignment with the company vision.

#### **Qualifications:**

- Degree in related field
- Minimum of five years of management and broadly based community social services experience
- Must demonstrate a good working knowledge of urban Aboriginal organizations and community resources
- Must have minimum of five years experience of successful proposal writing
- Must have strong research, innovative, entrepreneurial and long term strategic planning abilities
- Must have proficient use of Microsoft Word, Outlook, Excel and desktop publishing programs, and the ability to work within a network environment

#### **JOB DETAILS:**

- Schedule: full-time 9am-5pm Monday to Friday
- Expected Start Date: December 11, 2017
- Salary will be determined upon candidate experience
- Require Criminal Records Check (if contacted for short list)

**APPLICATION PROCEDURE – Deadline to apply:** November 30, 2017 at Noon

**ATTENTION: Susan Tatoosh Executive Director Subject line: Program Director Position**

Submit **via Email:** [executivedirector@vafcs.org](mailto:executivedirector@vafcs.org) Or **via Fax:** 604-251-1986

or **via Hardcopy** to 1607 East Hastings Vancouver BC V5L 1S7

**Application Requirement:** 1. Cover Letter 2. Resume 3. Two most recent reference letter

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

***Only candidates who are shortlisted will be contacted for interview.***