



Vancouver Aboriginal Friendship Centre Job Posting Family Program Coordinator (p/t Contract)

The Vancouver Aboriginal Friendship Centre Society (VAFCS) is seeking an energetic, organized individual to run our Strengthening Family Program.

SUMMARY:

The Coordinator will be responsible for: overseeing, scheduling and organizing quality family program workshops; facilitating life skills, wellness plans and organizing & scheduling of guest speakers; submitting regular written reports and planning monthly calendars.

JOB DUTIES:

- Arrange and manage childminders and/or volunteers for program delivery days
- Organize supportive, educational and self empowering program workshops
- Plan healthy snacks and meals for program delivery days
- Acts as a liaison and consult with service agencies involved with families to ensure support resources are available

QUALIFICATIONS:

- Knowledge and understanding of First Nations issues and Program Service Delivery.
- Parenting program coordination and facilitation experience
- Clear and effective oral and written communication skills
- Experience to identify group and understand group dynamics
- Conflict resolution skills
- Organized self motivated multi task
- Strong Computer Literacy, including Windows, Excel and Desk Top publishing.
- Ability to work independently and with other VAFCS Programs and staff as a team
- Knowledge of urban Aboriginal organizations, programs and resources
- Valid Drivers License an asset

WORKING CONDITIONS:

- Ability to attend and conduct workshops and presentations
- Snack & Meal Preparation
- Able to occasionally lift items as heavy as 50 lbs.
- Manual dexterity required to use desktop computer and peripherals.

JOB DETAILS:

• \$17/hour 15 hours per week which includes up to 8 hours' direct program delivery and remaining hours for administrative work and reporting *Program delivery days are Tuesday & Thursday

Start Date: ASAP as per terms of contract and successful completion of probationary period; Term contract with annual renewal until March 31, 2018

APPLICATION PROCEDURE:

Closing Date: Until the position is filled

Interested applicants can email their 1) cover letter, 2) resume and 3) two recent & reference letters to: programdirector1@vafcs.org

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.