



**Vancouver**

**Aboriginal**

**Friendship Centre Society**

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**Administrative Assistant**

*The Vancouver Aboriginal Friendship Centre Society (VAFCS) is a non-profit charitable organization serving the Urban Aboriginal community with a mandate to provide programs and services that will contribute to the cultural, educational, social, economic, and recreational development of Urban Aboriginal people.*

The ideal candidate has Aboriginal life experience or has worked in the Metro Vancouver Aboriginal community with firsthand knowledge of the common life experience of Aboriginal Peoples. Qualified Aboriginal candidate are preferred in accordance with Section 41 of the BC Humans Rights Code.

**PRIMARY RESPONSIBILITIES:**

- Ability to demonstrate resilience, flexibility, a non-judgmental approach, maintain confidentiality, and maintain a professional attitude
- Demonstrate office and clerical skills: proficient in Microsoft 365
- Excellent verbal and writing communication skills
- Complete filing, paperwork, and data entry (ex. HIFIS)
- Scan and file necessary paperwork that needs to be electronically stored.
- Monitor and order office supplies and equipment
- Answering phone calls and taking detailed messages.
- Attend meetings, schedule appointments and meetings
- Note taking at meetings and organizing notes into meeting minutes or other documents
- Maintain daily notes and records
- Attend meetings with manager
- Supply ordering with manager approval
- Writing emails or memos
- Other duties as requested

**QUALIFICATIONS:**

- Administrative Office work experience 1-2 years required but not limited to.
- Strong communication (oral and written) and conflict resolution skills
- Strong organizational and time management skills.
- Self-motivated: able to work independently while supporting a team environment.
- Knowledge of DTES Urban Aboriginal Organizations and programs
- Knowledge of what the Vancouver Aboriginal Friendship Centre Society offers to community & its members

**JOB DETAILS:**

- Schedule: 9am-5pm Monday to Friday
- Expected Start Date: As soon as possible
- Require Criminal Records Check (if contacted for short list)

Job Types: Part-time, Full-time Permanent

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Salary: \$20 - 25 per hour

**Closing Date: When filled**

**Please email your resume and application to:**

**Email:** [hr@vafcs.org](mailto:hr@vafcs.org)

**Subject Line:** Administrative Assistant

**Fax to:** (604) 251-1986 VAFCS **Attention:** HR Advisor (Andre Bessette)

*Only candidates who are shortlisted will be contact for: Interview and/or Training*

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

*Thank you for your interest in applying to the Vancouver Aboriginal Friendship Centre Society*