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*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 Society manages twenty-three programs and services through three locations in Vancouver. The Friendship Centre at 1607 East Hastings is a community-led organization creating meaningful change for the Urban Aboriginal Population that we serve. VAFCS is currently seeking an individual connected with Indigenous community, highly organized, and self-motivated to work with us!*

## **Relief Reception**

### **PRIMARY RESPONSIBILITIES:**

- Greet the public as the first point of contact for the Centre through telephone, email and in person
- Ability to demonstrate resilience, flexibility, a non-judgment approach, maintain confidentiality, maintain a professional attitude
- Maintain and follow front desk operation manual and organization protocols
- Demonstrate office and clerical skills: proficient in Microsoft 365
- Record/log/distribute incoming/outgoing phone calls, mail, faxes, and e-mail.
- Provides administrative support to the Executive Director as to keeping track of meeting schedule, photocopying, faxing, and monthly duties, BOD meeting packages, travel arrangements, and meeting coordination
- Assists with financial management such as log and mail outgoing cheques.
- Maintain office supplies and maintenance of office equipment for the centre staff use
- 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 Vancouver Aboriginal Friendship Centre Society Offers to Community & its members

### **REQUIREMENTS:**

- Criminal Records Check (if contacted for short list)
- Agreement with VAFCS COVID-19 Vaccination Policy
- BC Government Employee Union membership

### **JOB DETAILS:**

- Schedule: 9 AM-5 PM Monday to Friday
- Expected Start Date: As needed and as a required to fill vacation or leave
- Job Types: Full-time, Part-time, Casual, Permanent
- Salary: Step 1-\$17.04 (first 450 hours worked)  
Step 2-\$17.63 (451-1874 hours worked)  
Step 3-\$19.58 (1875 hours worked)

**Please send your cover letter, resume, and 2 employment references to [hr@vafcs.org](mailto:hr@vafcs.org).**

### **Subject line: Relief Reception**

*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.*

*Only candidates who are shortlisted will be contacted for interview. Thank you to everyone who applies.*