



**BCAAFC | BC Association  
of Aboriginal Friendship Centres**

**Executive Coordinator, BCAAFC**

Permanent Full Time / 35 hrs. week / Based in Victoria,

**Summary:**

The BCAAFC Executive Coordinator is responsible for a wide variety of duties to support of the BCAAFC Executive Director. Key responsibilities will include supporting the work of the Executive Committee and Board, including communications, reports and minutes, scheduling and planning of meetings and events, meeting agenda and kit compilation, and recorded minutes and actions. The Executive Coordinator will assist in providing analysis of complex issues, and lead in drafting letters, information packages, communiques, and reports. This position requires maintaining positive relationships with Executive, and Board, member centres, key stakeholders including government and other partner organizations. The role requires skills and strength with internal/external communication and relationship building.

**Experience and Education:**

- Academic Degree in related field or a minimum of 5 years' experience
- Experience in project management, and/or event management
- Experience working in the non-profit sector
- Experience working with Indigenous communities and/or urban Aboriginal service organizations;

**Ideal candidates will have:**

- Excellent oral and written communication skills
- Excellent time management and organizational skills
- Demonstrated ability to take initiative and work effectively with limited supervision in fast-paced and high-pressure environment
- Interest and knowledge of both the non-profit sector and the urban Aboriginal community
- Excellent customer service

**Core Competencies:**

- Knowledge and understanding of BCAAFC's issues, mandate, organizational structure and the Friendship Centre Movement;
- Strong understanding and analysis of issues related to urban Indigenous people
- Strong written and verbal communication skills including developing or editing reports, presentations and correspondence;
- Comprehensive knowledge of Microsoft Office and other software;
- Creative idea generation and problem solving abilities
- Able to develop succinct clear minutes for all BCAAFC meetings;
- Able to ensure all internal team reports have consistent quality and are on time
- Driven to meet or exceed expectations, initiative, and driven to meet deadlines
- Resourcefulness and flexibility
- Ethics and integrity, working with confidential materials and information
- **Strong interpersonal skills**

**Role Accountabilities:**

- Availability to travel to off-site meetings both locally and provincially, and nationally.
- Meeting and event coordination for BCAAFC Executive Committee, and Provincial Board.
- Active communication and engagement with staff, stakeholders, partners, and member centres

**Key Responsibilities:**

- Provides complex analysis of reports and documents, develops communiques, presentations, editing letter writing, the exercise of independent judgment, the application of technical skills,
- A close and detailed knowledge of the activities and procedures specific to the Executive Director.
- Schedule, coordinate and manage the Executive Directors attendance for meetings, events, and appearances. Receive and prioritize Executive Director meeting requests and mail; review, evaluate, and distribute correspondence requiring priority attention.
- Organizing own work, coordinating projects, setting priorities, providing report deadlines for staff, meeting deadlines and following up on assignments with a minimum of direction.
- Present a positive and professional image of the BCAAFC and the Executive Director to all visitors, staff, government officials, inquiries, and other interactions.
- Communicating effectively with co-workers, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.
- Liaises with industry participants, funders, member centres, and stakeholders with professionalism and good judgment
- Keeps informed of organizations activities, transmitting information, implementing and interpreting instructions of the Executive Director.
- Prepares correspondence, reports, forms, and specialized documents related to the organization.
- Take minutes and summarize meetings with a high level of confidentiality.
- Develops, implements, and manages a variety of event coordination, including travel coordination and booking, and assisting the Executive Director in the development of draft agenda's and meeting materials.
- Overtime as required, and provincial travel as required
- The BCAAFC Executive Coordinator is a full time position based in Victoria BC.
- Ideal candidate has a driver's license
- Must be able to provide a current criminal record check

**Qualified internal applicants will receive preference.  
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)**

**Please provide a cover letter, resume, and 3 references to:**

**Patricia Moore** | General Manager  
**BC Association Aboriginal Friendship Centres**  
551 Chatham St. Victoria, BC V8T 1E1  
Office: 250-388-5522 extension 203, or 1-800-990-2432 (fax) 250-388-5502  
Email: [pmoore@bcaafc.com](mailto:pmoore@bcaafc.com) | Website: [www.bcaafc.com](http://www.bcaafc.com)

Deadline: 4:30 pm June 15, 2018

**Please include: EXECUTIVE ASSISTANT in subject line!!**