



EMPLOYMENT OPPORTUNITY

Island Métis Family & Community Services Society provides a variety of support programs to Métis children and families living in the greater Victoria area. Currently, IMFCSS is accepting employment applications for the following position.

Receptionist/Program Administrative Assistant (Full-Time Position)

Minimum Qualifications:

To be considered for this position, candidates must meet the following criteria:

- Administrative Certificate or Diploma or equivalent experience and education.
- Food Safe Level 1 Certification.
- First Aid Level C Certification.
- Ability to take instruction and work collaboratively with multi-professional groups, professionals, the general public, and Indigenous people.
- Well-developed organizational, communication (verbal and written), and planning skills.
- Ability to take initiative, prioritize work, and multi-task.
- Flexibility to adjust to changing work environments and schedules.
- Knowledge of Indigenous cultural practices, traditions and contemporary issues affecting Indigenous peoples, preferably Métis and a willingness to learn.
- Successful candidate will be subject to criminal record review, police record check and other reference checks.
- Must possess and maintain a valid class 5 driver's license and reliable transportation required, and a current copy of driver's abstract must be provided.

Experience and Knowledge:

- Recent experience working in an office environment as part of a team would be an asset.
- Knowledge of, and ability to use Microsoft office, including Excel, Outlook, Word and Canva.

Benefits:

- Vacation: 15 vacation days a year.
- Sick Leave: 12 sick days per year.
- Participation in a defined benefit pension plan with the Municipal Pension Plan.
- Medical Services Plan.
- Optional Extended Health & Dental benefits.
- Professional development opportunities.
- Closed all statutory holidays.

Location:

- At the office of Island Métis Family & Community Services Society, located at 345 Wale Road, Victoria.

A complete Job Description can be provided upon request.

This position is excluded from union membership and includes benefits and pension upon successful completion of probationary period. Hourly rate is \$21.99 to \$25.26 dollars an hour based on experience



EMPLOYMENT OPPORTUNITY

and education. Normal schedule of work is 35 hours per week, performed Monday to Friday between the hours of 8:30 AM to 4:30 PM. Schedule to be set in collaboration with the Executive Director and based on program need.

In accordance with *Section 41 of the Human Rights Act*, preference may be given to persons of Métis ancestry. *This position is open to male, female and gender diverse applicants.*

Interested persons are invited to submit a cover letter and resume, clearly outlining how they meet the qualifications for this position to:

Paulina Galván
Island Métis Family & Community Services Society
345 Wale Road, Victoria, BC V9B 6X2
Telephone: 250-391-9924
Email: paulina@metis.ca

This posting is open until the position is filled.