



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:

Administrative Supervisor (Full-Time Position)

Minimum qualifications, ALL of which must be met in order to be considered for the position:

- Administrative Certificate or Diploma or equivalent experience and education.
- Strong planning skills.
- Ability to adapt to changing priorities.
- Ability to maintain a high level of confidentiality.
- Ability to work independently as well as working within a collaborative team framework.
- Knowledge of Indigenous cultures and contemporary issues affecting Indigenous peoples, and the resultant trauma, child welfare and institutional impacts on Indigenous families, preferably Métis.
- Respect for Indigenous people and culture.
- 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.
- Excellent organizational, record-keeping and management skills.
- Proficiency in the use of computer software, including MS Office (Word, Excel and PowerPoint, Outlook), and Canva.

Experience:

- Minimum of two (2) years of recent related or job-specific work experience.

Benefits:

- Vacation: Starting at 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.
- Closed all statutory holidays.

Location:

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

Normal schedule of work is 35 hours per week, performed Monday to Friday between the hours of 8:30 AM to 4:30 PM, with the schedule to be set in collaboration with the Team Leader and Executive Director and based on program need. Hourly rate is between \$32.32 - \$36.55 per hour.

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.*



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A complete Job Description can be provided upon request.

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

Melanie Hudson

Island Métis Family & Community Services Society

345 Wale Road, Victoria, BC V9B 6X2

Telephone: 250-391-9924 Email: melanie@metis.ca

This posting is open until the positions are filled.