



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.

Housing Coordinator (Full-Time, 1 Year Contract Position)

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

- Undergraduate degree from an accredited university or demonstrated equivalent education and experience.
- Knowledge of Indigenous cultures and contemporary issues affecting Indigenous peoples, preferably Métis.
- Excellent organizational, record-keeping and management skills.
- Proficiency in the use of computer software, including ability to create statistical reports in Microsoft Word and Microsoft Excel.
- A valid Class 5 driver's license and a reliable vehicle are required.

Experience:

- One to two years recent and directly related administrative experience preferably with an Indigenous organization.

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.
- 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 set at \$29.82 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.*

A complete Job Description can be provided upon request.

Interested people are invited to submit a **cover letter** and **resume as a single document (PDF or Word file)**, clearly outlining how they meet **all** of the above qualifications for this position to:

Paulina Galván
Island Métis Family & Community Services Society



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This posting is open until the positions are filled.