

The Prince George Native Friendship Centre (PGNFC) delivers programs and services through a lens of reconciliation, as we have been doing since the inception of the PGNFC for the past 50 years. A key component of this journey is ensuring the voices of each person is heard and included in our trauma informed and culturally dynamic approach; this perspective is critical to reconciliation. We respect and honour people's stories as they share their experiences, perspectives, and beliefs in the direction we are taking as an organization; we view this as a strengths-based process, where we build upon the multitude and diversity of existing strengths.



Prince George Native Friendship Centre

Come join our team as a:

Office Administrator

Aboriginal Infant & Family Development Program

**You are passionate about Early Childhood programs
You are committed to supporting children and their families**

The Prince George Native Friendship Centre is seeking an Office Administrator for the Aboriginal Infant & Family Development program (AIFDP).

SCOPE OF POSITION:

- Work effectively within an integrated team as well as show independent initiative.
- Honour Indigenous teachings and respect local traditions as well as individual family cultures.
- Provide support to and advocacy for parents and children.
- Organize and update program files; create and type documents as needed.
- Assist the Program Coordinator in administrative duties.

QUALIFICATIONS:

- Grade 12 and a two years combined office work experience.
- Keep minutes of staff meetings and circulate to staff.
- Organize and update program files.
- Compile and enter program(s) statistics as required by PGNFC and the program(s)' funders.
- Must demonstrate the willingness and ability to work in other PGNFC ECD programs when necessary.
- Maintain confidentiality of all information related to the Centre, the children and their families and the staff.
- Intermediate skill level with Microsoft Word, and Excel.
- Knowledge of the Aboriginal Culture; and
- Clear criminal record.

To apply for this position please visit our website at <https://pgnfc.prevueaps.com> to submit a resume and cover letter by August 26, 2022.

Prince George Native Friendship Center

Prince George, BC



“Power of Friendship”