



JOB OPPORTUNITY

Jordan's Principle Service Coordination Hub ARC Administrator (35 hours per week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and childcare. BCACCS undertakes research, develops training, and resources, and provides services and leadership to support Indigenous communities throughout BC to create high quality, culturally respectful, spiritually enriching community childcare services that are based in the child's culture, language, and history.

Jordan's Principle is a child-first and needs-based principle in Canada to ensure that First Nations children have equitable access to all government funded public services, supports and products they need, when they need them.

Position Summary

BCACCS is currently seeking a qualified candidate for the position of Jordan's Principle Service Coordination Hub Approved Request Contingency Fund (ARC) Administrator, a fund administered by the Hub to expedite payments to clients and vendors. The Service Coordination Hub ARC Administrator reports to the Hub Manager who ensures program capacity support and information is provided to families and over 30 Service Providers in communities across BC.

The Service Coordination Hub ARC Administrator provides overall financial support services and contributes to the implementation of administrative payment system, processes, and procedures for the ARC funding. He/she assists in maintaining budgets; reviews and processes invoices and enters data using software such as Excel and budget management tools, collects, and analyzes financial data and provides reports using databases and financial tracking system. The position involves liaising with families, partners and clients and supports the day-to-day operations of the Hub as well as special projects. The successful candidate is also expected to ensure the security and confidentiality of financial information and data.

Qualifications - Training, Knowledge, Skills, and Experience

Required

- Degree or diploma in business administration or finance and/or minimum of 2-3 years' work experience in administration and finance.
- Detailed orientated.
- Excellent critical thinking skills and ability to work in demanding environment with accuracy and professionalism.
- Excellent oral and written communication.
- Must be able to work independently, create and manage workplans, and work as a member of a team.
- Demonstrated ability to work proficiently with Microsoft Office (MS) suite of tools e.g., Teams, Outlook, Word, Excel.
- Ability to work in a culturally safe manner/trauma informed practice.

Additional Assets

- Knowledge of Canadian Human Rights Tribunal (CHRT) rulings and history of Jordan's Principle.
- Knowledge of and experience working effectively with First Nations people.

Conditions

Must be able to work from the West Vancouver office at least 1-2 days per week as well as work from a home office remotely. Must have a valid driver's license and operational vehicle and be willing to travel occasionally as required. Must be available to work Monday to Friday 9:00 am to 5:00 pm. Extended hours are sometimes required. Successful applicants must follow established BCACCS Code of Conduct, agree to a criminal record check, adhere to BCACCS COVID-19 Health and Safety Policy and Provincial Health Office COVID-19 Guidelines, and be able to show proof of COVID-19 vaccination.

Application Specifics

Salary range: \$29.00 - \$32.00/hour (commensurate with qualifications and experience).

There is also an extended health plan and pension plan available after a three-month probationary period.

Closing date: May 30, 2023

Duration: The initial term of the position is until March 31, 2024. Position to start ASAP.

How to apply: Please submit a resume and a cover letter explaining how you meet the job requirements and send to jobs@acc-society.bc.ca citing "Service Coordination Hub ARC Administrator" in the subject line. All applications must include cover letter and resume as one document in PDF format.

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

**We thank all who apply.
Only candidates selected for an interview will be contacted.**