



BC Association of Aboriginal Friendship Centres
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ABORIGINAL EARLY CHILDHOOD DEVELOPMENT (AECD) REINVESTMENT INITIATIVE

PROJECT OFFICER

POSTING DATE: MAY 26, 2011

DEADLINE FOR APPLICATIONS: JUNE 17, 2011

ANTICIPATED START DATE FOR POSITION: July 25, 2011

BACKGROUND

The **First Nations and Urban Aboriginal Early Childhood Development Steering Committee (Steering Committee)** is comprised of representatives from the First Nations Early Childhood Development Council and the Aboriginal Early Years Advisory Circle.

The Steering Committee is mandated to facilitate and steward a collaborative process for the distribution of the *Aboriginal Early Childhood Development (AECD) Reinvestment Initiative* in partnership with the Ministry of Children and Family Development (MCFD).

The AECD Reinvestment Initiative is a \$5 million dollar fund intended to support First Nations and urban Aboriginal organizations in providing programs and services for First Nations/Aboriginal children ages 0-6 and their families.

Decisions on how the funds are distributed each year are made by Peer Assessment Committees appointed by the Steering Committee.

The BC Association of Aboriginal Friendship Centres (BCAAFC) serves as the Host Agency for the Steering Committee by providing office space for the staff team as well as an administrative infrastructure to manage the Steering Committee's grant programs.

A three-person team provides support to the FNEAECD Steering Committee:

1. Coordinator
2. Project Officer
3. Administrative Assistant

These three term positions are housed within the offices of the BCAAFC in Victoria, BC.

This is a job posting for the PROJECT OFFICER

POSITION: PROJECT OFFICER

The Project Officer will work with the Steering Committee Coordinator, as part of a three-person team that carries out the direction of the First Nations and Urban Aboriginal Early Childhood Development Steering Committee.

The Project Officer reports directly to the Coordinator.

This is a full time, term position (i.e. to March 31, 2012 with a possibility of extension – this is dependent on additional funding). The position is housed within the BCAAFC office in Victoria, BC, and offers competitive salary commensurate with education and relevant experience.

Hours of work: Monday to Friday, 9:00 am to 5:00 pm (35 hours/week; some evenings and weekends may be required).

RESPONSIBILITIES

- Pre-assessing grant applications – screen for completeness, supporting documents and applicability to grant program (for example ensuring capital applications are for capital projects NOT language or other FNUAECED grant programs).
- Preparing Application Assessment binders for application assessment sub-committee meetings; preparing Application Database.
- Taking notes from Assessment Sessions, ensuring notes are placed within project hard-copy file, computer files and in main database and preparing website updates of approved grants.
- Preparation of Grant Acceptance Forms (email or fax to successful applicant) and any other related correspondence (i.e. notification letters).
- Reviewing and sign-off on cheque requisitions as per Host Agency procedures; copy of cheque requisition to project file – ensure this is also scanned and added to computer file.
- Answering phone calls and/or email inquiries (responding to provide program information, follow-up, monitoring and documented updates on projects).
- Providing support as required for other SC Special Projects (i.e. Mapping and Needs Assessment, Training Forums, Policy Development).
- Report writing (quarterly, annual).
- Assisting in the development, implementation and maintenance of a project Communications Strategy.
- Links and networking with other stakeholders and partners.

QUALIFICATIONS

- Post-secondary education in related field such as Public Administration, Business Administration.
- Minimum 5 years' experience in project administration.
- Experience working with First Nation, Urban Aboriginal, and/or Métis communities; knowledge and experience with First Nation, Urban Aboriginal and Métis ECD resources.
- Demonstrated expertise in information and file management (including planning, communication, coordination, and professional report-writing).
- Ability to work under pressure, within fast paced environment and short timelines of the grant programs.
- Strong organizational and time management skills; excellent written and verbal communication skills.
- Strong ability to handle competing priorities and work with tight timelines.
- Strong computer literacy skills (particularly with Microsoft Office Suite).
- Must be able to provide clear, current criminal record check.

Resumes will be accepted by email, fax, mail or hand-delivery until 4:30 p.m. June 17, 2011.

Interested candidates should forward a resume, cover letter, and 3 references to:

Lou-ann Neel, Coordinator

First Nations and Urban Aboriginal Early Childhood Development Steering Committee
c/o BC Association of Aboriginal Friendship Centres
#200 – 506 Fort Street, Victoria, BC V8W 1E6
Fax: (250) 388-5502 Ph: (250) 388-5522
Email: coordinator@bcaafc.com

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Only those candidates invited for an interview will be contacted.