



Victoria Native Friendship Centre
Internal & External Employment Opportunity – CEER Team



Career and Education Guide - 1 FTE

(Formerly Vocational Consultant job title under review)

In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, Indigenous applicants required..

Do you want to be part of an amazing team that helps support our indigenous community members and families with achieving their dreams?

Serving community as part of the CEER (Career, Employment & Educational Resources) Team and working alongside the Director of CEER, the Career and Education Guide will walk beside community members who are seeking support with achieving their career, employment and education goals. Our team is grateful to provide employment counselling, career planning and support with goal setting, as well as the financial support to achieve these goals.

How you will serve...

- Supporting Indigenous community members with their short-and-long term goals as it relates to education and career planning. We meet folks where they are at, working in a **person-centered way** to help folks **move forward** in their career journey's.
- Being a **sounding board** for folks and help with offering suggestions, **ideas** and input as it pertains to careers, training, and job opportunities
- Helping folks identify and **address challenges** they might be facing in reaching their career goals
- Having the **grateful privilege** of providing funding for reaching these goals (work gear, short term training and post-secondary)
- Helping folks **grow** their job readiness skills, **assist** with job search strategies, **support** writing resumes and even practice before upcoming interviews
- Demonstrating **respect** and **honor** towards those we serve by upholding confidentiality and maintaining accurate notes in paper form and online
- Being part of something, beyond just your job title...we are a **family** at VNFC and demonstrate care, **kindness** and **respect** towards one another and those we collaborate with

We are looking for a balanced, grounded and KIND team member....is this you??

- High level of self-awareness and emotional intelligence
- Ability to *respond* to situations as they arise....*"relaxing into the chaos"* is what we call it on our team!
- Openness, willingness to shift and adapt, CREATIVE...new and innovative ideas are AWESOME
- Kind (worth mentioning again) and WELCOMING energy
- Strong sense of empathy and compassion for others
- Strong sense of personal and professional boundaries
- Demonstrates resiliency and ability to balance the self in a holistic way (body-mind-spirit)
- Awareness and knowledge of Indigenous ways of knowing, doing and being
- You can chat easily with folks 1:1 or in small groups...sharing information and facilitating small workshops
- You have awesome, clear and concise communication skills, both in writing and in person
- You are computer savvy, don't mind spreadsheets and databases and enjoy using the following programs: Microsoft Word, Excel, Outlook and Word, Facebook/social media
- Energetic presentation...we value taking good care of ourselves on our team!
- You are able to obtain a vulnerable sector criminal record check.

WISDOM, TRAINING AND EXPERIENCE:

- Degree/diploma in a related field, such as career development, social services, education, business **and/or**
- Completion of secondary school and several years of experience in services related to career counselling, **or** in a helping profession **or** indigenous organization
- **Must** have reliable transportation and hold valid B.C. driver's license and clean driving record

SALARY: Wage scale \$21.16 – 22.16 per hour (BCGEU #301)
HOURS: Monday to Friday 35 hours/week
COMMENCES: immediate
TERM: March 31, 2021 fiscal year term (continued funding pending)

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted.

An eligibility list will be established.

Closing Date: Aug. 19, 2020

"VNFC respectfully acknowledges the territory of the Lekwungan Peoples on whose land we live, work and play."

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