

# Job Posting



<b>Employer/Company:</b>	<b>Aboriginal Coalition to End Homelessness (ACEH)</b>	
<b>Job Position Title:</b>	<b>Administrative &amp; Research Assistant</b>	
<b>Start Date:</b>	<b>ASAP</b>	<b>Salary is \$6500 - \$7200 based on experience</b>
<b>Monthly Contract :</b>	<b>3-month contract with strong possibility of extension</b> <b>May 1 – July 28 2017</b>	<input type="checkbox"/> Full Time Contract <input checked="" type="checkbox"/> Part Time Contract
<b>Organization Description:</b>	<p>The ACEH was initiated in May 2014 in partnership with the Greater Victoria Coalition to End Homelessness as a means of bringing an Aboriginal voice to homelessness in Greater Victoria. This is important because generally, as much as 30% of those experiencing homelessness in the region come from an Indigenous background.</p> <p>ACEH is a registered society and a registered charitable organization. ACEH engages Indigenous people to frame the questions and solutions to Aboriginal homelessness. The purpose of the organization is to bring Aboriginal persons experiencing homelessness into the process while engaging leaders, stakeholders and service providers in dialogue, research and partnership to better meet the needs of the community. In partnership and collaboration with existing service providers we can assist in addressing the frontline challenges to homelessness while providing guidance with regards to regional, provincial and national policy that can address the systemic root causes.</p> <p>Website: <a href="http://aboriginalhomelessness.ca/">http://aboriginalhomelessness.ca/</a>            Facebook: <a href="https://www.facebook.com/Aboriginal-Coalition-to-End-Homelessness-626721587477237/">https://www.facebook.com/Aboriginal-Coalition-to-End-Homelessness-626721587477237/</a></p>	
<b>Job Description including duties/responsibilities:</b>	<ul style="list-style-type: none"> <li>• Supports and reports directly to the Executive Director, including but not limited to monitoring and updating calendar and managing office needs</li> <li>• Much of this role is in planning and logistics for all meetings, activities, and research projects. This includes, but is not limited to: sending and tracking invitations, preparing agendas and packages, taking minutes, reporting on individual action items from meetings</li> <li>• Data entry and data analysis for ACEH research projects</li> <li>• Assists in research and proposal writing</li> <li>• Work independently within the administrative role while supporting ACEH team and organizational goals</li> <li>• Administrating financial expenditures and records; reporting to finance/audit committee.</li> </ul>	
<b>Job Requirements or Qualifications:</b>	<ul style="list-style-type: none"> <li>• Proficiency in financial bookkeeping and processes</li> <li>• Proficiency in minute-taking during meetings</li> <li>• Experience working with non-profit organizations in an administrative role, specifically particularly with annual filing and reporting, working within their constitutions and bylaws</li> <li>• Strong written and word processing skills required, with an emphasis on</li> </ul>	

	<p>Microsoft Word, and Excel spreadsheet skills in data analysis, pivot tables, value manipulations for graph creation. Some skills in Microsoft Publisher are also required</p> <ul style="list-style-type: none"> <li>• Strong organizations skills</li> <li>• Experience in coordinating events is an asset</li> <li>• Understanding of settler colonialism and its relation to Aboriginal homelessness</li> <li>• Understanding of systemic housing needs and barriers, including entry and exit factors for homelessness</li> <li>• Must be able to meet strict deadlines in fast-paced environment</li> <li>• Uphold commitment to anti-oppressive language with care to not perpetuate stigmas or othering mechanisms</li> <li>• Access to a vehicle is an asset</li> </ul> <p><input type="checkbox"/> <b>Criminal Record check</b>    <input type="checkbox"/> <b>Drivers License</b>    <input type="checkbox"/> <b>Clean Drivers abstract</b></p>	
<p><b>How to Apply for this position:</b> (Please check all that apply)</p>	<p><input checked="" type="checkbox"/> <b>Email</b> <input type="checkbox"/> <b>FAX</b> <input checked="" type="checkbox"/> <b>In Person</b> <input type="checkbox"/> <b>By Mail</b></p>	<p><b>Email address:</b> projects@aboriginalhomelessness.ca <b>Physical Address:</b> 465 Swift St., Victoria, B. C. <b>Attn:</b> Sofija Vrbaski</p>
<p><b>Job Posting Expiry/Closing Date:</b> Tuesday April 18, 2017</p>		