



## Fraser Region Aboriginal Friendship Centre Association

A101 – 10095 Whalley Boulevard, Surrey, BC V3T 4G1

Tel: 604-595-1170 Fax: 604-595-1176

[www.frafca.org](http://www.frafca.org)

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### **POSITION TITLE: PROGRAM COORDINATOR 1- TRANSFORM(N)ATIONS**

<b>Reports to:</b>	<b>Program Manager 2- Youth</b>
<b>Classification:</b>	<b>Permanent Part time (20 hours/week)</b>
<b>Benefits:</b>	<b>Following 3-month probation and with satisfactory review</b>
<b>Location:</b>	<b>Surrey</b>
<b>Schedule:</b>	<b>Flexibility required, may entail day/ /evening work hours</b>
<b>Rate:</b>	<b>Compensation dependent upon experience</b>

The Fraser Region Aboriginal Friendship Center Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Aboriginal people in Surrey and the Fraser Valley including Indigenous and non-Indigenous youth in care and youth at risk. The Friendship Center works from a decolonizing perspective, and as such, works to strengthen family bonds, between generations and within the family; strengthen identity and understanding about interpersonal impacts of colonialism; fostering positive self-identity, personal agency, and safety.

### **POSITION SUMMARY**

The Transform(N)ations program is a multi-faceted, long term project planned, developed, and launched as an initiative of the Indigenous Youth Connections Program at the Fraser Region Aboriginal Friendship Centre Association (FRAFCA), based in Surrey, BC. The Indigenous Youth Connections Program seeks to assist urban Indigenous youth between the ages of 15-24 to explore their full potential and develop strategies for their personal growth and success, which in turn enhances their ability to successfully integrate education, the work-world, and community.

The Program Coordinator will have full day-to-day responsibility for the Transform(N)ations project, including marketing, selling, and booking Transform(N)ations cultural competency workshops, with the marketing and selling of Transform(N)ations focus group facilitation services. The Program Coordinator, working closely with the Program Advisor, will assign workshop facilitators and will be responsible for cultural competency workshop quality assurance. The Program Coordinator will be responsible for all Transform(N)ations administrative activities, with significant day-to-day support provided by FRAFCA administration. The Program Coordinator performs his/her duties in alignment with FRAFCA's vision, mission and values.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Build greater Indigenous cultural competency in Surrey's non-Indigenous population
  - Creating opportunities for Indigenous youth to develop the skills and capacities that put them on the path to rewarding and successful careers and healthy and successful personal lives.
  - Engaging and coordinating youth volunteers & students.
  - Ongoing program marketing and sales.
  - Network and liase with potential partners and clients.
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- Support program by conducting regular weekly program reviews for workplan documents. Ongoing focus group facilitation.
  - Coordinate with graphic designers to develop a booking system.
  - Organize, book and attend trainings for facilitators on dedicated workshops.
  - Organize and book Cultural Competency Workshops & all trainings provided by Transform(N)ations.
  - Coordinate the preparation of schedules and booking trainings and facilitators.
  - Support program by conducting regular weekly program reviews for workplan documents.
  - Outreach to community programs and services.
  - Participates in program development, program evaluation and budget preparation, and make recommendations to the Program Manager.
  - Maintain administrative, statistical records and data tracking. Produce monthly, quarterly and annual reports as required.
  - Review existing curriculum and provide ongoing review and edits for curriculum.
  - Build training manual for Transform(N)ations, to allow for a train the trainer model of curriculum.
  - Formalize 12-week leadership training program.
  - Manage administration tasks by way of invoicing, coding budgets & paying facilitators.
  - Performs other related duties as required

### QUALIFICATIONS

#### ***Education and Experience:***

- A Diploma in a human service related field; or a combination of equal education and experience.
- Valid driver's license.
- Experience working in the non-profit sector an asset.
- Criminal Record Check and review is a requirement of all employees of FRAFCA.
- Demonstrated work experience with at-risk youth from various cultural backgrounds.

#### ***Key Skills and Abilities:***

- Demonstrated cultural competency and understanding of First Nations and other diverse cultures, traditions, and knowledge of socio-economic barriers, family dynamics, youth identity development, and the rights of youth in care.
  - Experience working with adolescence and youth.
  - Ability to work effectively in a team environment.
  - Excellent interpersonal communication skills.
  - Excellent conflict management skills.
  - Analytical and observational skills.
  - Basic computer skills (including Microsoft Office).
  - Ability to multi-task and work with the demands of a diverse team environment and cross-cultural setting.
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- Demonstrated ability to work well under pressure and ambiguity.
- Strong organizational skills.
- Ability to delegate tasks and provide an encouraging environment.
- Strong critical thinking and problem-solving skills.

**CLOSING DATE:** Applications will be accepted on a rolling basis. Open until suitable candidate is found.

**APPLICATION PROCEDURE:** Please send RESUME; and COVER LETTER by fax, mail, hand delivery or email marked attention, Annette Christopher at:

**Email:** [hiring@fafca.org](mailto: hiring@fafca.org)

**Fax:** 604.595.1176

**SNAIL Mail:** 10095 Whalley Boulevard, Surrey, BC | V3T4G1

Identify the position code (TRANSFORM) in the header of your email; fax, and COVER LETTER.  
We thank all that apply, but only those selected for interview will be contacted.

Applications will be accepted on a rolling basis. Position open until filled.

**\*\*\*\*Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.**

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