Position: Administrative Coordinator
Department: Centre for Indigenous Research and Community-Led Engagement
Location: University of Victoria, Victoria BC
Employment: 30 hours a week
Remuneration: $23/hour
Deadline: June 10th, 2019 or until the position is filled
Start Date: July 29th, 2019 (flexible)

Description:

The Centre for Indigenous Research and Community-Led Engagement (CIRCLE), University of Victoria is seeking an **Administrative Coordinator** to ensure the efficient day-to-day operation of the Centre, work with other staff and faculty and support the Director. The successful candidate will perform a number of functions related to reception, clerical, communications, grant writing and project support.
This is a one-year position with the possibility of renewal.

List of Qualifications:

Education
•	Undergraduate degree (minimum)
•	Preference will be given to applicants with experience in research and grant writing
Knowledge, skills and abilities
•	Proficiency in the use of computer programs for:
•	Word processing
•	Databases
•	Adobe Acrobat Pro and Adobe Spark or Adobe InDesign
•	Outlook
•	Website maintenance skills is an asset
•	Basic bookkeeping is an asset
•	UVIC administrative experience is an asset
•	Proficiency in the use of office equipment (computer, fax, scanner)
Experience
•	1-3 years' experience in an office setting
•	Experience working in Indigenous contexts is an asset
•	Experience working in a research or university environment is an asset

Please email a cover letter and resume to:

Melissa Indome, Administrative Coordinator
Centre for Indigenous Research and Community-Led Engagement
circle@uvic.ca

University of Victoria
Website: www.uvic.ca/CIRCLE