Job Posting: AECD Coordinator (Aboriginal Early Childhood Development)

Term: Full Time; Deadline for Applications-September 30, 2019

The Coordinator will work collaboratively with the AECE Team & Culture/Family Liaison Worker. This position involves community project work, networking with community agencies, and iniating program special events projects.

Reports to Executive Director. **Rate:** Applicable to training certification & experience in ECE and/or related field
Hours: Full Time-35 hrs/week.

Responsibilities:

-Identify and work with existing agencies who are working in the field

-Develop & implement ECE programs with Preschool, KIDS Daycare, Parent Tot & Culture/Family Support-teams.

-Collect & review stats with AECE team supervisor; reporting to funders; budget & contract work with management team.

-Knowledge of Community & Cultural Traditions & background

-Work with children and/or families in child care setting

-Train & support AECE staff.

-Parent literacy support

-administratvie duties: registration, ECE files, finance, knowledge of licensing regualtions, budgeting, ECEBC code of ethics, & policies. Knowledge of Friendship House practices & movement.

Qualifications:

-Post Secondary Certifcation/degree in the ECE field. Special Needs training & First Nations Studies an asset.

-Finance background/training-business administration, or equivalent, child care policy. Some funding & grant proposal writing.

-Must have historical connection & knowledge of local First Nation's People and Community

-Ability to maintain a healthy working relationship with clients, co-workers, community

-Leadership training an asset. In addition some HR background a definite asset in leading a large team of 15.

-Working with knowledge of Windows, MS Office, Excel; Successful CRC

Submit Resume with cover letter with 3 local references to: Attn: Executive Director

Or email execdirector@friendshiphouse.ca

We thank you for your interest in the FH, but only those to be interviewed will be contacted.