



NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

INTERNAL/EXTERNAL JOB POSTING

JOB POSTING # 2019-025

Early Years Resource Centre Program Coordinator

JOB SUMMARY

Nechako Valley Community Services Society (NVCSS) is looking for an Early Years Resource Centre Program Coordinator to join our Early Years and Support Services Program. This is a new position that will work within the newly created Early Years Resource Centre. This position has the primary focus of creating and developing a warm, welcoming drop-in centre, while reaching out and supporting families with children aged 0-6. The Early Years Resource Centre Program Coordinator will work with families to identify and connect to appropriate services throughout the community. The role of the Early Years Resource Centre Program Coordinator also includes facilitating psycho-educational parenting programs for parents/caregivers and providing children with non-child care early learning opportunities.

RESPONSIBILITIES

Under the direction of the Early Years and Support Services Program Manager the Early Years Resource Centre Coordinator is responsible for:

- Provides services improving health and development outcomes for families and children aged 0-6.
- Makes appropriate referrals to services within the community.
- Facilitates programming for parents/caregivers and children.
- Provides educational awareness workshops.
- Supports early parenting skill enhancement through a wide variety of groups and mediums, including social media.
- Ensures that the Early Years Resource Centre is well known in the community through networking, advertising, and other program promotion strategies.
- Completes electronic files and record keeping.
- Ensure transparency of the Early Years Resource Centre operation, regarding delivery of services.
- Maintains a thorough knowledge of community resources to meet community member's needs. Maintain a central resource list of videos, books, and other materials used and approved by program.
- Provides liaison, and education to other professionals and other agencies.
- Fosters capacity building through information to the general public, partnering with other service providers, involvement of families, and support to Indigenous initiatives.
- Performs other related duties as required.

DEPARTMENT LOCATION

Fort St. James

QUALIFICATIONS/EXPERIENCE

- Diploma in related human/social services field
- Early Childhood Education Certification preferred
- Minimum 1 year related work experience
- Or an equivalent combination of education, training, and experience
- Good interpersonal communication, oral and written skills
- Computer knowledge include use of social media
- Knowledge of childhood development
- Ability to facilitate programs/workshops
- Ability to work effectively with other program staff and community partners
- Ability to work independently and be a team player
- Good organizational and time management skills
- Must have a valid class 5 drivers license
- Must complete a satisfactory Criminal Record Check

SALARY \$22.02-\$25.65 per hour as per CSSEA & CSSBA Collective Agreement (Grid Level 12)

HOURS OF WORK Full time 35 hours per week, some evenings and weekends as required.

VACANCIES 1 Vacancy

POSTING DATE May 31, 2019

CLOSING DATE June 21, 2019

START DATE July 2, 2019

This position is open to all applicants. This position requires union membership.

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:2019-022

Via email: jabbott@nvcss

Fax 250-567-3939

Mail:

Joelene Siemens-Abbott
PO Box 1249
Vanderhoof, BC
VOJ 3A0

In Person:

Nechako Valley Community Services Society
157 West Victoria Street
Vanderhoof BC

Nechako Valley Community Services Society
is an equal opportunity employer committed to hiring a diverse workforce.

We thank all our applicants, however, only those invited to an interview will be contacted.