

KOOTENAY KIDS SOCIETY

JOB POSTING

CHILDCARE RESOURCE & REFERRAL PROGRAM

JOB TITLE:	Regional Coordinator, Interior Region Childcare Resource and Referral Program
RESPONSIBLE TO:	Executive Director
RATE:	\$26.12 per hour plus benefits
TERM:	Permanent, part-time (22.5 hours per week)
LOCATION:	Family Place, 312 Silica Street, Nelson BC
START DATE:	August 20, 2018

POSITION SUMMARY

Under the direction of the Kootenay Kids Executive Director, the Regional Coordinator will be responsible for the development, planning, implementation and management of the Interior Regional Childcare Resource and Referral Program; Working in collaboration with the four provincial regions and MCFD to enhance communication and ensure appropriate standards of operation across the province.

QUALIFICATIONS

- Bachelor's Degree in relevant field preferred
- Early Childhood Education Certificate
- Minimum of three years' experience in Child Care
- Demonstrated leadership and management skills
- Demonstrated ability to manage project budgets
- Demonstrated organizational skills
- Well-developed oral and written communication skills. Proficient in public relations and public speaking.
- Minimum 2 years of experience supervising staff
- Experience in marketing and promotion of programs or services.
- Experience managing stakeholder relationships.
- Demonstrated skills and experience in adult education and training, utilizing a variety of delivery methods (i.e. virtual and in-person).
- Demonstrated proficiency utilizing technology, including conference calling, virtual meeting software, MS Office (Word, Excel Outlook), SharePoint.
- Strong knowledge of the issues related to Early Learning and Care
- Strong knowledge of regional and provincial resources related to the early years

This position requires Union membership and is open to male and female applicants.

CLOSING DATE: June 22, 2018

For a full job description please email angelam@kootenaykids.ca

Please e-mail, fax or mail a letter of interest and resume to:

Angela Morris, Operations Manager, Kootenay Kids Society, 312 Silica St., Nelson BC V1L 4M5
Fax: (250) 354-2055, E-mail: angelam@kootenaykids.ca