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Position: Early Childcare Planning Coordinator
Classification: Four-Month Contract
Hours: Varied
Salary: Experience Dependent
Location: Saik'uz First Nation
Reports to: Daycare Manager
Deadline: November 30, 2019
Interview: December 5, 2019

Overview:

The Early Childcare Planning Coordinator role is located in Saik'uz First Nation and will report to the Saik'uz First Nation Daycare Manager. Successful candidates will be expected to engage in collaborative planning and community development for a childcare needs assessment report. Comprehensive community engagement is required to identify service gaps to enhance our current service delivery and to assist in securing further funding opportunities.

Responsibilities:

Project Management

- Create and lead a committee to develop a plan of action.
- Keep a budget of program costs.
- Coordinating and planning community sessions to include elders, hereditary leaders, ECE workers, families, healthcare workers, RCPM Liason, and social worker.
- Develop surveys for the early childcare needs of the community to identify service gaps.
- Conduct a fact-finding initiative with cultural implications.
- Author a report of information attained from the community information sessions and surveys to implement a framework to address the gaps in childcare services noted by the community.

Qualifications:

- A combination of education and experience would be ideal.
- Strategic thinker and “doer” with the ability to develop and implement strategies and plans based on input from Program Manager, community members, and diverse range of input (e.g. cultural values, science, economics).
- Excellent communication skills, including public speaking and report preparation.
- Complete working knowledge of Microsoft Office, especially Word, Outlook, Excel.
- Ability to work independently and as part of a team.
- Flexible work schedule to partake in evening engagement sessions and Nation/community events.

Preference may be given to a qualified member of Saik'uz First Nation.

We thank everyone for their applications!