

Invites Applications for the Position of
**EarlyON Child and Family Centres
Program Coordinator**

Full Time Permanent Position

35 hours per week

Competitive Salary Range: \$37.00 – \$40.50 per hour

Group Benefit Package

Registered Retirement Savings Plan

Duties and Responsibilities:

- Reporting to the Executive Director, the Program Coordinator will be responsible to develop, deliver, manage and support EarlyON Child and Family Centres in accordance with current legislation, policies and procedures
- Achieve the highest standards of excellence in all EarlyON programs consistent with the organization's mission, vision, values and strategic plan
- Provide support, leadership and direction to the Site Supervisor and Program Staff
- Oversee all EarlyON programs and ensure program budgets are maintained
- Actively participate on relevant committees and build strong community partnerships

The Ideal Candidate will have:

- Early Childhood Education Diploma/Degree. ECE Leadership Certificate an asset.
- Registered with the College of Early Childhood Educators in Ontario
- Five years of leadership experience
- Strong knowledge of leadership, program/financial planning, staff relations/development, community relations, and advocacy
- Knowledge of all applicable federal and provincial legislation
- Effective verbal and listening communication and interpersonal skills
- Effective written, planning, organizational, computer literacy and time management skills
- Health Assessment, Current Immunization and a Vulnerable Sector Police Check will be required from the successful candidate

Qualified Applicants are asked to submit an expression of interest letter and updated resume to:

Email: tbruno@childcarealgoma.ca

Expressions of interest/resumes will be accepted until December 15, 2024, at 11:59pm

Child Care Algoma is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Should an applicant selected for an interview require any accommodations during the selection process please notify Human Resources at tbruno@childcarealgoma.ca