



EMPLOYMENT OPPORTUNITY

JOB POSTING – Internal & External

Position: Early Years Coordinator

Vacancies: One (1)

Job Period: Full-time – 37.5 hours weekly

Start Date: As soon as possible

Salary: To be determined

3 Month Probation

Position Summary:

The position of the Early Years Coordinator will provide support to families with babies and young children ages 0-6 years. The goal of this program is to provide a one-stop shop to support families and ensure they have the best possible start in life. Extensive experience in all areas of an **early years program**/setting would be considered an asset.

The Early Years Coordinator will report to the Executive Director.

Education, Experience & Requirements:

- Diploma or Degree in Early Childhood Education.
- Registered and a member in good standing with the College of ECE's.
- Minimum two (2) years working with children zero (0) months to six (6) years of age.
- Through knowledge and understanding of Current Child Care and Early Years Act.
- Demonstrated knowledge of services that would directly benefit this program.
- Experienced or knowledgeable of community services, programs, customs and traditions.
- Maintaining a positive and supportive relationship with parents and their children/babies.
- Excellent communication skills and demonstrated ability to write clear concise reports and the ability to meet deadlines.
- Excellent problem-solving and conflict resolution skills.
- Must be proficient in computer software programs, in particular Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams, OneDrive).
- Ability to maintain confidentiality and a professional public image.
- Ability to work as a team player.
- Flexibility to work off normal hours (on-call) to accommodate respected target groups as required.
- First Aid/CPR Crisis Training certification; or willing to obtain.
- Excellent organizational and time management skills.

- Fluent in Anishnabemowin would be an asset.
- Vulnerable Sector Check is required.
- Other duties as assigned within reason.

Preference may be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted. Thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references by email, fax or in person to;

Ava Pawis
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