



## Job Posting

**Position:** Executive Director

**Term:** Full-Time Permanent

**Start Date:** Immediately

**Hours:** 40 hours/week

**Closing Date:** September 30th, 2022 by 4:00pm

**Salary:** In accordance with the wage scale for this position

**Who We Are:** Parkwood Children's Centre is a licensed child care centre located within Parkwood Institute and is part of St. Joseph's Health Care London, London, Ontario. Our organization works in partnership with St. Joseph's, providing education and care for children of employees as well as families from the community. The Board, Educators, and Support Staff of Parkwood Children's Centre have been learning and collaborating to ensure the organization operates in a democratic manner and creates diverse and inclusive spaces for learning for the children, their families, the employees, and other community partners.

**Who We Are Looking For:** We are seeking an Executive Director who will work in collaboration with a volunteer Board of Directors to oversee the operations of a non-profit single site licensed child care centre. The role of the Executive Director at Parkwood is both inward facing to include responsibility for budget and payroll, adherence to Ministry policies, and communication with families as well as public facing to act as a liaison with City committees, the Ministry of Education, grant funders, and serve as an ambassador for the Centre.

The successful candidate will be open-minded, a critical thinker, a leader who empowers others, and an individual who embraces change. The Executive Director must value democratic practice (i.e. collaboration and inviting all voices into decision-making) to ensure accountability to the Board of Directors, Program Team, Educators, Support Staff, Intern Students, and Volunteers.

### **Qualifications:**

Required

- Member in good standing with the College of Early Childhood Educators
- Post-secondary education in a field related to early childhood education and care;

- Experience or education in one or more of the following areas: human resources, non-profit governance, finances, policy development, community collaboration, communications, and leadership;
- Pedagogical knowledge in the areas of early education;
- Proof of continuous learning related to social justice issues in early childhood;
- Experience working with children, their families, and community partners;
- Knowledge and ability to work in compliance with the Child Care and Early Years Act, 2014

#### Preferred

- Prior experience working in a single site centre
- Demonstrated proficiency in written and oral communication, including computer skills and teleconferencing
- Familiarity with budgeting and payroll software such as QuickBooks

**Additional Expectations:** The successful candidate will be expected to provide a vulnerable sector check, First Aid & CPR certification, immunizations including a minimum of 2 Covid-19 vaccinations or a medical exemption, registration with the College of Early Childhood Educators (if applicable), and Safe Food Handling Certification.

Please submit a resume, statement of philosophy of early childhood education, and cover letter to the Selection Committee ([jacobi.elliott@sjhc.london.on.ca](mailto:jacobi.elliott@sjhc.london.on.ca)) by September 30th, 2022.

We are committed to providing accessible recruitment and selection processes in accordance with the Human Rights Code and AODA. We thank all applicants for their interest. Only those who are selected for an interview will be contacted. Thank you for your interest in our organization.