



## Job Posting

**Position:** Executive Director

**Term:** Full-Time Permanent

**Start Date:** July 25, 2022

**Hours:** 40 hours/week

**Closing Date:** June 27, 2022 by 4:00 p.m.

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

**Who We Are:** Parkwood Children's Centre is a licensed child care centre located at St. Joseph's Health Care London - Parkwood Institute in London, Ontario. Our organization works in partnership with St. Joseph's, providing education and care for children of employees and community families. 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, providing diverse and inclusive learning spaces for the children, families, employees, and 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 single site licensed child care centre. The successful candidate will be open-minded, a critical thinker, someone who empowers others, and an individual who embraces change. The Executive Director must value democratic practice in their work to ensure accountability to the Board of Directors, Program Team, Educators, Support Staff, Students, and Volunteers.

### **Qualifications:**

Required

- 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 education or social science;
- Proof of continuous learning and/or research related to social justice issues;
- Experience working with children, 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;
- Member in good standing with the College of Early Childhood Educators

**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 by 4:00 p.m. on June 27, 2022 to [jacobi.elliott@sjhc.london.on.ca](mailto:jacobi.elliott@sjhc.london.on.ca)

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.