



childREACH

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www.childreach.on.ca

Strive Project Associate

Since 1975, Childreach has provided support, programs, services, and learning opportunities to parents and Early Years Professionals so that all children reach their full potential. We facilitate playgroups, programs, workshops and services that: build relationships and connections with families; role-model positive parent-child interactions; provide warm referrals and connection to community services; enrich parents understanding of early learning and development and assist Early Years Professionals with their classroom. Childreach welcomes families into literacy rich environments that foster child-led, inquiry-based learning using the best practices outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years* and emergent curriculum as the cornerstone of our service delivery. Learn more at <http://www.childreach.on.ca/> and <http://www.edu.gov.on.ca/childcare/pedagogy.html>.

Strive (*formerly Quality Child Care Coordinating Committee*) is a collaborative group of Child Care and Early Years Practitioners who support learning and development in order to enhance quality practice. Since 2014, Strive has been meeting to discuss and consider how to enhance a collaborative approach to quality child care and professional learning across all early years and child care programs. Our community is interested in a process that supports reflection and sustainable evolution rather than a prescribed method to measure.

Strive is a responsive, community driven organization with an Advisory Committee that is tasked with ensuring the strategies and tactics are put into action. Members of the Advisory Committee represent the diversity and complexity of the Child Care and Early Years sector. Strive leverages administrative support from a backbone organization; Childreach, and takes all organizational initiatives to the membership for endorsement. www.striveswo.ca

Position Summary:

Working with the Strive team, this role will demonstrate leadership and innovation in advancing a visionary approach to professional learning. You will be responsible for administrative duties as well as data and statistical collection and analyzation. You will be a key customer service representative and be the point of contact for the early years community.

The Project Associate position will be a full-time, staff position based on 35 hours a week and will be employed and managed by Childreach in collaboration with the Strive Project Manager. (As long as funding is available to support the position.)

Duties and Responsibilities:

- Support our community's strategic approach to build connections and improve coordination between resources in the early learning and child care sector and governing structures;
- Coordinate learning opportunities that support the enhancement of healthy child development, quality environments and responsive, reflective educators;
- Support customer service inquiries, questions and feedback by next business day;
- Assist in the development of the Community of Professional Learning Calendar;
- Support online learning both on the Strive Online platform as well as external opportunities;
- Contact external agencies to coordinate logistics related to Professional Learning opportunities;
- Support Project Coordinator with event registrations, speakers, and room bookings for Professional Learning events;
- Work collaboratively with the Project Manager on special projects;
- Provide program and referral tracking statistics to Project Manager;
- Administration and statistic tracking and reporting as needed
- Focus on reflective feedback and collection of qualitative data
- Support with development of online content and administrative duties as required.
- Other duties as assigned to support the work of Strive.

Qualifications:

Education

- Early Childhood Education Diploma/Degree or equivalent

Licenses and Certificate

- Registration with the College of Early Childhood Educators and a member in good standing
- Current criminal reference check
- Valid G driver's license or reliable transportation for traveling

Skill Requirements

- Demonstrated understanding of the child care and early years system, Ministry of Education directives, and Provincial frameworks.
- Demonstrated understanding of practices and ideologies that support continuous quality improvement;
- Exceptional understanding and willingness to learn online learning platforms;
- Understanding of various approaches to support questioning, researching and reflection;
- Demonstrated organizational, prioritization, analytical and research skills;
- Proficiency with Microsoft Office, updating social media and innovative communication strategies; and
- Exceptional interpersonal, engagement and coordination skills

Accountability:

Impact of the Job:

The reputation of Strive and Childreach will be greatly enhanced by the personal qualities and high professional standards of the incumbent. Successful attainment of duties of the Project Coordinator will directly improve quality in the early years and child care sector.

Confidentiality

Strict confidentiality will be observed regarding personnel issues, agency and program planning and client confidentiality. An oath of confidentiality will be signed, and breach of this oath will result in immediate dismissal for cause.

Working Conditions:

- Full Time Contract position ending December 31, 2020 with possible extension.
- 35 hours/week
- Flexibility is required to meet the needs of the scheduling. Work hours will include weekends and evenings
- Due to Covid-19 precautions, this position may be a hybrid between the office at Childreach and Work from Home approach
- \$22.00 per hour
- Vacation and benefits as per Childreach Employee Manual

Childreach welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If interested and qualified, please email Ally Scott, Project Manager at ally@striveswo.ca with cover letter and resume by July 15, 2020.