



*child*REACH

265 Maitland Street, London, ON N6B 2Y3

Tel: 519-434-3644 ■ Fax: 519-434-3288

[www.childreach.on.ca](http://www.childreach.on.ca)

### **Strive Project Coordinator (Temporary Contract – Mat Leave)**

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 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](http://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 explore and coordinate diverse Professional Learning sessions/opportunities that align with the philosophy, goals, and objectives of Strive and advance approved strategic directions. You will assist with the research, implementation and continued development of the online resource and learning platform. You will support for social media engagement and continued effort into strengthening communication.

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

### **Duties and Responsibilities:**

- Support Leading Inspired Learning (Strive's Strategic Plan) 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 and connect with Ontario's pedagogical approach to the early years, are responsive to emerging community needs, and align with Strive's Guiding Principles;
- Communicate and confirm logistics for each session with all facilitators upon endorsement from Professional Learning Committee(s);
- Demonstrate fiscal responsibility when confirming Professional Learning opportunities. Work with Project Manager to ensure budget is maintained;
- Work with Project Associate on event registrations, speakers, room bookings, resources, website, ticketing, and communication for Professional Learning events;
- Support with development of online content and resources;
- Represent Strive as host at Professional Learning events as determined by Strive Team;
- Support Project Manager with Advisory committee meetings updates, actions items and discussion;
- Provide updates regarding Professional Learning at committee and community meetings;
- Work collaboratively with the Project Manager on special projects;
- Cultivate strong working relationships and engagement with professionals in partner organizations;
- Participate in meaningful Professional Learning opportunities as related to personal professional goals, growth and organizational direction;
- Support social media, website and blog maintenance;
- Administrative duties as required;
- Represent Strive and Childreach professionally in the community;
- Other duties as assigned to support the work of Strive.

### **Qualifications:**

#### **Bilingual French and English an asset**

#### **Education**

- Bachelor of Early Childhood Education, Bachelor of Early Childhood Leadership preferred
- And/or Early Childhood Education Diploma

#### **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 local child care and early years system, Ministry of Education directives, and Provincial frameworks.
- Understanding of various approaches to support questioning, researching and reflection;
- Demonstrated organizational, prioritization, analytical and research skills;
- Proficiency with Microsoft Office, social media platforms and other digital communication strategies; working knowledge of Zoom an asset;
- Excellent facilitation, presentation, and public speaking skills;

- 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.

**Terms and Conditions:**

- Temporary Contract (mat leave) ending May 2022.
- 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

Salary Range:

- \$41,000 to \$46,000 annually
- Vacation and Benefits as per Human Resources Policy

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](mailto:ally@striveswo.ca) with cover letter and resume by March 31, 2021.