



Outreach Coordinator (North End)

Permanent Part-time Position, based in Masset

20 hours per week – Starting wage \$28.50-\$30.25 per hour depending on experience

The Haida Gwaii Child Care Resource and Referral (CCRR) program provides support, resources and referral services for childcare providers, parents and caregivers in all communities on Haida Gwaii with the mandate of promoting quality child care choices that meet the needs of local families.

The successful candidate will enjoy working with people, be organized, personable, efficient, computer savvy and comfortable working as part of a team as well as on their own. Preference will be given to candidates with an Early Childhood Educator Certificate, or to those who are interested in pursuing one.

The individual should be based in the North End of Haida Gwaii with own their own vehicle. The successful candidate will have access to the office space in the IWS building in Daajing Giids and the Masset CCRR office. The successful candidate will be required to attend monthly IWS staff meetings and take part in decision making with staff and board in our consensus-based organization. Benefits, four weeks of vacation, family responsibility time, and professional development time are available after first three-months of the six-month probationary period.

Job Description

Partner with other programs and agencies in the community that support and represent all aspects of the child care sector, including offering Outreach Programming (e.g. Playgroups, Roots of Empathy, Mother Goose, Let's Talk etc.) and drop-in activities for parents, caregivers and community stakeholders.

Support local child care planning activities through participation in events, conferences or community working groups (e.g. Child Care Action Planning Committee).

Work in conjunction with the Program Coordinator to assist with ECE recruitment and Professional Development opportunities for ECEs/parents/caregivers.

Provide support to existing childcare/family support programming.

Organize pick-up/drop-offs of Lending Library resources to North End communities and establish a satellite Lending Library in Masset.

Assist clients with membership sign-up, car seat lending, Affordable Child Care Benefit applications, referrals to Child Care, and other community referrals.

Please forward your cover letter and resume to ccrr@islandswellnesssociety.com. If you have any questions please email the above address. Position will remain open until filled.