



Aboriginal Head Start Association of British Columbia

PO BOX 21058, Duncan BC V9L 0C2

Office: 250-709-7592

JOB POSTING

CONTRACT OPPORTUNITY

NATIONAL ABORIGINAL HEAD START COUNCIL (NAHSC) COORDINATOR

November 2020 – March 2021

THE NATIONAL ABORIGINAL HEAD START COUNCIL COORDINATOR position is essential to the continued quality service delivery for Aboriginal Head Start programs nationally. The National Aboriginal Head Start Coordinator will support NAHSC leadership to be responsive to their national leadership role, by providing secretariat functions including and not limited to: Coordination and scheduling of NAHSC meetings, in-person and/or virtually, facilitation of all aspects related to the national reach of AHS in Urban and Northern Communities including research initiatives, regional support for NAHSC members, and communicate with Government and other agencies when requested.

The National AHS Coordinator is classified as a contracted telework, term position for November 2020 – March 2021. Hours will be based on required deliverables - approximately 20 hours/week, requiring work to be completed in a home office setting and/or designated area. Responsibilities may require travel to AHS communities, attendance at NAHSC community and committee meetings, both online and in person depending on budget and scope of work.

CREDENTIALS REQUIRED:

- Knowledge of Canadian urban Aboriginal/First Nations/Métis communities and organizations.
- Experience working with Government, federal and provincial, and in the non-profit sector.
- Knowledge of the field of Early Childhood Education
- Experience and working knowledge of AHS program context, principles and guidelines.
- Demonstrated leadership including solution seeking, negotiation, and conflict resolution skills
- Proficiency in office computer software applications, including Microsoft Outlook, Word, Excel, Access, PowerPoint, Adobe, Skype, Zoom and other applications related to contract management.
- Strong communication skills: Including experience in proposal and grant writing; excellent oral and writing skills that may include public speaking and facilitation.
- Ability to work independently, collaboratively and with teams.
- Strong organizational skills to effectively manage resources.
- Fluency in English and French an asset.
- Related Degree-level training and education.
- Must provide current clearances (Criminal Record Check/Child & Youth Intervention Check).
- Requires adequately equipped home office, equipment with telework capabilities.

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.



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COMPENSATION:

- Based on candidates' qualifications and experience, a pay range of \$25-30/hour + 5% for Home Office use.

TO APPLY FOR THIS OPPORTUNITY:

The NAHSC is partnering with the Aboriginal Head Start Association of BC (AHSABC) to host the NAHSC Coordinator Contract.

- Send resume and cover letter detailing your qualifications and interest to AHSABC Executive Director at executivedirector@ahsabc.com by **Monday November 23, 2020**.
- If you need more information, call 250-858-4543 or email AHSABC Executive Director.

Start date is December 1, 2020 or as early as possible