



Northwest Child Development Centre

Working together with families, collaborating with communities, strengthening the region

The Northwest Child Development Centre Requires a Full-Time “CCRR Resource Educator” for the Smithers and Area Child Care Resource and Referral Program

This is a permanent fulltime position 35 hours a week to start **as soon as possible**. Wage is negotiable depending upon qualifications and experience. Northern Relocation Funds are available for the successful candidate to relocate to Smithers only. This posting is open until filled.

Job Summary:

Our “CCRR Resource Educator” supports in the delivery of services that pertain to accessible, quality childcare programs within the communities. The CCRR Resource Educator works collaboratively with Families in accessing information on B.C.’s Affordable Child Care Benefit. The CCRR Resource Educator assists with the referral registry and provides information and literature that supports Families in choosing and monitoring childcare services. The CCRR Resource Educator will deliver childcare training and workshops to Childcare Providers as well as provide interactive support visits to childcare settings. The CCRR Resource Educator will facilitate community drop-in programs in a leadership capacity as well as assist in the maintaining of program resources for the CCRR Community Lending Library. The CCRR Resource Educator will manage and maintain recruitment and retention of Registered license not required providers.

Qualifications:

- Early Childhood Education Certificate or Diploma required
- Valid Certificate with the B.C. Early Childhood Educator Registry
- 2-5 years of experience working with families in a variety of capacities
- Ability to work with young children in a drop-in program setting
- Strong knowledge of the childcare system and needs of families
- Self-Motivated, well-organized, flexible
- Knowledge and experience working within Indigenous communities
- Able to work effectively in a team environment
- Effective communication skills, strong interpersonal skills
- Computer skills (databases, Excel, Publisher, internet)
- Experience in facilitating workshops
- COVID 19 Full Vaccinated – required

Please note only qualified applicants will be contacted.

Join our team!

Apply by resume to:

Attention: Executive Director

Northwest Child Development Centre

E-mail: hr@nwcdc.ca