



CHILD CARE PROJECT MANAGER

POSITION: PERMANENT FULL-TIME (37.5 hours per week) (2 positions)

LOCATION: Provincial Office – Station Tower (13401 – 108th Avenue, Surrey) & Prince George

CLOSES: Posting will remain open until filled and will close without notice

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our [Click or tap here to enter text.](#) team as a **Child Care Project Manager**.

Reporting to the MNBC Director of Education, the primary objective of the role is to support and coordinate the expansion of distinctions based child care for Métis children. Develop, analyze, implement, and evaluate expansions strategies that align with the Métis Early Years Framework. Métis Nation British Columbia envisions an Early Learning and Child Care (ELCC) system in which Métis children and families throughout British Columbia are provided with culturally relevant, self-empowering ELCC programs and supports that focus on children and families first, to support strong Métis Nation families and communities across the lifespan – beginning at birth.

KEY DUTIES AND RESPONSIBILITIES

- Regular meetings with child care operator/chartered community regarding requirements of the project
- Support and complete Child Care BC New Spaces applications
- Support and complete Community Care Facilities new licensing applications
- Delegate project tasks to employees and contractors
- Work directly with the project team to ensure the project outline falls within the scope, timeline, and budget
- Track projects performance, specifically to analyze the successful completion of short-and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans in collaboration with key stakeholders to be shared with members of the project team
- Coordinate with design and contracting team throughout the entire project and support the child care operator/chartered community
- Keep up-to-date on events, policy decisions, trends, and other issues with implications for the care and early learning of Métis children.
- Conduct research to determine which trends may positively or negatively impact MNBC or our objectives resulting from government priorities, developments and trends
- Assist in writing draft policies and procedures by assembling and organizing information
- Liaise with internal and external stakeholders, and meet with special-interest groups and individuals, as needed, including educating relevant stakeholders about MNBC's key messages/strategies per MNBC's Strategic Plan
- Actively participate as a critical member of the Ministry of Education Team to create solutions that advance the successful, efficient, and effective delivery of MNBC Métis early years programs and services.

THE IDEAL CANDIDATE

- Diploma in Early Childhood Education, or related field
- Minimum of three (3) years of experience in development of policy, regulation, and/or legislation in the early learning and child care sector
- Previous experience with the creation, project management and operation of licensed child care
- Combination of relevant experience, education, and training will be considered
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Previous experience working in an Indigenous Community, with strong knowledge of Métis culture and history, is considered an asset
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills

- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY using " Child Care Project Manager " in the subject line of email. Please send your resume and cover letter to:

[Madeline Green](#)

Education Program Manager
Métis Nation British Columbia
Email: mgreen@mNBC.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, all employees are required to be vaccinated against COVID-19.

Candidates for employment must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.