



**BC Aboriginal
Child Care Society**

JOB OPPORTUNITY

IELCC Interim Administrative Coordinator Job Description

Full-time position (35 hours/week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care (ELCC). BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities throughout BC to create high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language, and history. In 2018, the First Nations Leadership Council mandated BCACCS to be the Regional Coordinating Structure for the implementation of and investment in the Indigenous Early Learning and Child Care Framework in British Columbia. Guided by the BC First Nations ELCC Framework and community-driven investment strategy, BCACCS oversees the implementation process, seeking to enhance existing services, increase access for families, and build sector capacity in the through the work of the Indigenous Early Learning and Child Care Transformation Initiative (IELCC) team.

Job Summary

BCACCS is currently seeking a qualified candidate for the position of IELCC Interim Administrative Coordinator. The successful candidate will support the IELCC team by coordinating the efforts of administrative staff and providing guidance on IELCC policies and procedures. This role requires a committed individual with strong working knowledge of IELCC processes, exceptional organizational skills and attention to detail, the ability to coordinate multiple concurrent projects, and the communication skills necessary to maintain positive relationships with a broad range of project stakeholders.

It is expected that the candidate will be hired internally for this role, and that they will return to their previous duties/position full-time when the term for the Administrative Coordinator position is complete.

Principal Duties:

In addition to undertaking the daily activities of Contract Administrator, the Administrative Coordinator will assist the IELCC Program Co-Managers with the coordination of the administrative work of the IELCC Transformation Initiative. The Administrative Coordinator will report to the IELCC Program Co-Managers and will mentor other team members, but all HR responsibilities will remain with the Program Co-Managers (such as hiring, discipline, employee



appraisals, timesheets, expense claims, etc). The Administrative Coordinator's responsibilities will include the following:

- With the guidance of Program Co-Managers, coordinate activities of administrative staff to meet program objectives, including tasks related to records management, payment flow, program reporting, monitoring administrative team deadlines, release of new funding streams, implementation of new administrative processes, etc.
- Monitor processes and progress of the IELCC administrative staff and report regularly to the Program Co-Managers. This may include evaluating processes to identify stale-points and problem-solve process blocks by:
 - providing mentorship to team members through championing IELCC policies and processes;
 - identifying team strengths and weaknesses to facilitate the team's growth and capacity;
 - working with Program Co-Managers to resolve process blocks; and
 - identifying and creating/sourcing training and/or professional development opportunities for staff.
- Assist with onboarding new staff, including coordinating/assisting with staff orientation and training
- Prepare briefing notes that provide analysis and recommendations, as required
- Liaise with Regional Community Facilitators to follow up with communities regarding overdue funding requirements (such as funding agreement and reporting documents)
- Other activities as noted by the Program Co-Managers

Skills and Qualifications:

- 1) Strong Grantmaking skills, including the ability to troubleshoot, seek input from team members, and escalate issues to Blackbaud Support as needed
- 2) Excellent organizational skills, including demonstrated ability to:
 - a. prioritize tasks in a fast-paced and high-intensity environment
 - b. document planned steps for completion of activities
 - c. provide clear updates on team progress and recommendations for improved workflow processes
- 3) Demonstrated ability to train and/or mentor staff (both new and veteran team members) in IELCC policies and procedures
- 4) Excellent working knowledge of Contract Administrative duties and workflow
- 5) Strong communication skills: written (both informal and technical writing) and verbal



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- 6) Ability to develop and maintain strong relationships
- 7) Ability to prioritize tasks, document planned steps to complete, provide reporting throughout and upon completion of priorities
- 8) Independent and able to work as part of team
- 9) Strong problem-solving skills, ability to take initiative, understanding when to escalate, discretion in handling sensitive information/situations

Compensation: \$38/hour, as well as extended health benefits and pension plan.

Closing date: When position is filled

Start date: As soon as possible.

How to apply: Please submit a resume and cover letter explaining how you meet the contract requirements. Include specific examples encountered in your work or educational experiences as it relates to this opportunity. This may be sent to jobs@acc-society.bc.ca citing "Application for Interim IELCC Administrative Coordinator" in the subject line. All applications must include a cover letter and resume as one document in PDF format.

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.

**We thank all those who apply. Only those candidates selected
for an interview will be contacted.**