



## JOB OPPORTUNITY

### Regional Community Facilitator, Northern BC – Full-Time

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC). In 2018, the First Nations Leadership Council (FNLC) mandated BCACCS to be the Regional Coordinating Structure for the implementation of and investment in the IELCC Framework in British Columbia. Guided by the Framework, BCACCS will oversee the *IELCC Transformation Initiative* funding, which seeks to enhance existing services, increase access for families, and build capacity in the IELCC sector, with the overall aim of improving outcomes for all First Nations children and families in BC.

To support this important work, BCACCS is currently seeking qualified candidates for the position of Regional Community Facilitator to support communities on Vancouver Island. Reporting to the Program Managers, the Regional Community Facilitator will assist Nations/communities and programs to access *IELCC Transformation Initiative* funding.

#### **Principal Duties:**

1. Support BC First Nations communities and programs throughout the *IELCC Transformation Initiative* investment process, including information sharing, data collection, planning, and strategy implementation.
2. Using the BC First Nations IELCC Framework and investment strategy as guides, support communities and programs to identify existing resources and prioritize needs to inform IELCC development activities.
3. Assist communities and programs to access *IELCC Transformation Initiative* funding by supporting proposal development, completion of applications, and submission of reporting.
4. Perform accurate and timely funding operations, including: inviting communities and programs to apply for funding; reviewing funding applications; monitoring of funding recommendations to the BCACCS Board of Directors; reviewing funding agreements and processing signed submissions; monitoring payment schedules; monitoring and processing reporting requirements; etc.
5. Participate in the development and ongoing implementation of a regional community engagement strategy, including identification of and outreach to communities with few or no IELCC services.
6. Encourage positive relationships with communities and programs through regular communication via emails, phone calls, video calls, site visits, and regional gatherings.
7. Assist in the rollout of communication materials to communities and programs to increase awareness of new and emerging funding opportunities, policies, programs, and services.
8. Organize and deliver engagement activities with communities and programs, including in-person and virtual presentations/discussions with groups of various sizes.
9. Participate in conferences, fairs, and other local and regional events to share IELCC Transformation Initiative information.
10. Establish and maintain a broad range of ongoing collaborative working relationships with partners, stakeholders, staff, contractors, and advisory groups.
11. Collect, maintain, and analyze data as a means of addressing service gaps and capacity needs.
12. Ensure that the security and confidentiality of contracts and reports are maintained in alignment with the

First Nations Principles of OCAP® (ownership, control, access, and possession), taking extra security precautions when handling personally-identifiable data, as applicable.

13. Maintain a well-organized funding database and digital filing system, performing data and file clean-up as necessary.
14. Participate in the development of investment and funding policies, creation of document templates and process guidelines, and identification of program gaps.
15. Collaborate with BCACCS staff to provide integrated regional delivery of BCACCS programs and services.
16. Engage in training, professional development, and ongoing skill development, including training for the IELCC funding database and the Microsoft suite.

### **Skills & Qualifications:**

- Diploma or degree in Early Learning and Child Care, Community Planning, Child & Youth Care, or another related field
- Minimum of 2 years' experience in an ELCC program planning, development, and/or management role
- Experience working with Indigenous communities, organizations, or children and families
- Strong knowledge of context affecting First Nations ELCC, and a willingness to continue learning
- Working knowledge and/or awareness of the ELCC legislation and funding landscape, preferred
- Experience in or knowledge of community engagement and community development methodologies and practices is an asset
- Experience with funding applications and reporting is an asset
- Experience planning, facilitating, and delivering workshops and presentations, preferred
- Combination of the above education, qualifications, and experience will be considered
- Exceptional interpersonal, oral, and written communication skills with experience in developing and nurturing collaborative relationships and partnerships
- Strong organizational skills, with ability to plan, record, report, and monitor progress
- Basic proficiency with Microsoft Office 365 and online communications tools and a willingness to strengthen digital skills
- Must have home office, valid driver's license, reliable vehicle, and ability to travel regularly to remote, rural, and isolated locations by car, boat, and/or plane
- Must have clear driver's abstract, satisfactory criminal record check, and proof of COVID vaccination
- Preference may be given to applicants who have Indigenous heritage with the required combination of education, qualifications, and experience

**Salary range:** \$35/hour

**Closing date:** Position will be posted until ideal candidate is found.

**Start date:** As soon as possible.

**How to apply:** Please submit a resume and cover letter explaining how you meet requirements. Include specific examples encountered in your work or educational experiences as it relates to this position. This may be sent to [hr@acc-society.bc.ca](mailto:hr@acc-society.bc.ca) citing "Application for Regional Community Facilitator" in the subject line. All applications must include cover letter and resume.

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