

JOB DESCRIPTION

JOB TITLE	Child Care Project Lead
CLASSIFICATION LEVEL	Manager 1
MINISTRY/DEPARTMENT	Ministry of Education
REPORTS TO	Manager, ELCC Training and Development
DATE CLASSIFIED	

This job description is currently under review

POSITION SUMMARY

The Child Care Project Lead supports and coordinates 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.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Meets regularly with child care operator/chartered community regarding requirements of the Project.
- Supports and completes Child Care BC New Spaces applications and Community Care Facilities new licensing applications.
- Delegates project tasks to employees and contractors such as change orders in a project to timelines, obtaining Geotech and environmental reports, tasks associated with organizing groundbreaking ceremonies/community engagements/Grande openings.
- Works directly with the project team to ensure the project outline falls within the scope, timeline, and budget.
- Tracks project performance, specifically to analyze the successful completion of short-and long-term goals.
- Meets budgetary objectives and make adjustments to project constraints based on financial analysis.
- Develops comprehensive project plans in collaboration with key stakeholders to be shared with members of the project team.
- Coordinates with design and contracting team throughout the entire project and support the child care operator/chartered community.
- Keeps up to date on events, policy decisions, trends, and other issues with implications for the care and early learning of Métis children.



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- Conducts 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, briefing notes and event briefings, 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.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None

QUALIFICATIONS

- Diploma in Early Childhood Education, or related field from a recognized post-secondary institution.
- Minimum of five (5) 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.
- 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 Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver’s licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

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MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.