

POSTING

TRAINING ASSISTANT

Permanent Part Time (28 hours per week)
(Some Evenings and Saturdays Required)

Child Care Resource & Referral Program

This position supports the development and implementation of training opportunities for early care and learning professionals, educators, child care providers and parents. As well as coordinates social media and our online presence.

KEY DUTIES AND RESPONSIBILITIES

- Supports the development and implementation of child care provider and parent education opportunities.
- Supports with the weekly e-bulletin.
- Designs and develops marketing materials training and other program areas as needed.
- Produces CCRR profession development calendar
- Assists with the updates and maintenance of the program and provincial websites.
- Inputs data into the online registration system
- Supports social media and our online presence.
- May respond to enquiries from families, the child care community and the general public seeking information on all issues related to children and families.
- Maintains a working knowledge of child care services, community services, resource persons and a wide range of child care issues and initiatives, and dispenses this information for child care providers, families and the community.
- Assists in the planning and implementation of special events and represents the CCRR program and options community Services in the child care and broader communities.
- Make recommendations with regard to the development of the program and participates in program evaluations.

QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Care and Education training or equivalent combination of education and experience with at least three years' previous experience working with children and their families.
- Current Level I First Aid Certificate.
- Advanced level of computer proficiency and experience in graphic design

Job Skills and Abilities:

- Demonstrated knowledge of child care issues, trends and practice.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 11/10/2020

OCS Posting #:A21673

- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated competency for and understanding of a community development approach and community based service delivery.
- Well-developed planning, organizational and administrative skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Commitment to a problem solving approach.
- Ability to identify sensitive issues and maintain confidentiality.
- Strong knowledge of technical systems and computer applications such as InDesign, other Adobe Suite Programs and WordPress.
- Have no relevant criminal history.
- Crisis Line experience an asset.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting November 16, 2020 but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Michelle Davies, Program Manager
Options Community Services Society

Email: michelle.davies@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#21673] and outlining your qualifications and related experience for the position.