

COORDINATOR

Early Childhood Programs

Primary responsibilities

Projects Management and Coordination

- Coordinate the implementation of early childhood programs in collaboration with elementary, high schools, libraries, and applicable community organizations
- Coordinate Legal Education program
- Research evidence-based programs and seek funding for projects for elementary-level children
- Develop and maintain partnerships with local libraries and early childhood service providers
- Identify the Needs of English-speaking families
- Complete and submit regular progress reports to funders
- Update a list of English-speaking families and partners
- Create and update promotional materials

Community Development

- Seek Partnerships with local groups, educational and health institutions
- Represent REISA at the local tables de quartier and comités enfant-famille
- Support the team in related other programs

Qualifying skills and abilities

- Bachelor degree and 3 to 5 years work experience in Child studies, Human Relations, Community Development or other relevant fields
- French and English fluency
- Knowledge of the community sector
- Strong communication and writing skills

Contract details

- 30 hours per week
- Start date: November 28, 2022
- Salary \$ 24 to \$ 26 per hour
- Full medical and dental insurance coverage; Contribution to RRSP Group Saving Plan

Please submit your curriculum vitae and cover letter to programs@reisa.ca by November 21, 2022.