



Contract Position

Richmond Children First Coordinator

Time Frame: October 1, 2017 – March 31, 2018 (or as soon as possible)

Contract Fee: \$ 34,000

Hours: Based on deliverables, approximately 28 hours/week

Richmond Children First is one of the Children First Learning initiatives developed by the Early Childhood Development (ECD) Branch in 2013 and is funded by MCFD to support communities to identify and develop an integrated and comprehensive model of ECD service delivery for children from birth to 6 years old and their families.

Richmond Children First (RCF) is hiring an early years community developer for 6 months to coordinate day-to-day operations and implement community planning.

Deliverables

Under the direction of the RCF Steering Committee and the MCFD Director of Operations, the Contractor will coordinate RCF projects and day-to-day operations as outlined in the RCF Strategic Plan and annual work plan, as well as the Richmond Early Years Centre annual work plan. These deliverables include:

Support an inclusive community vision for children

- Provide leadership and support to Action Teams working on research briefs and a Richmond Children's Profile
- Coordinate the updating and translation of the Growing Together Child Development Guide
- Maintain the website and Facebook page and prepare monthly e-Announcements
- Ensure that the Richmond Children's Charter and Helping Kids Succeed Richmond-Style continue as foundational pieces to the work of RCF

Maximize the capacity of public and community organizations to work together to improve the well being of children

- Plan and implement learning sessions for early years professionals
- Support RCF partner projects and committees that advance outcomes for children and families
- Coordinate and support the RCF Steering Committee
- Maintain community and partner relationships
- Support collaboration between organizations
- Attend meetings as the Richmond Children First liaison
- Produce reports and perform other administrative duties, as needed

RICHMOND CHILDREN FIRST

richmondchildrenfirst@shaw.ca

www.richmondchildrenfirst.ca

Richmond Early Years Centre

- Work with project consortium partners on strategies aimed at breaking down barriers for families and children to access services
- Organize a series of parent workshops at the main EYC-Richmond Public Library
- Ensure all content on the RichmondKids website and social media pages is relevant, up to date and meets guidelines

Required Qualifications and Experience

- Demonstrated experience in community development and project management
- Experience working collaboratively with diverse stakeholders to support early childhood development
- Ability to promote a shared leadership approach
- Strong knowledge of the early years field
- Bachelor's degree and/or equivalent in community development, social work, early childhood
- Self-starter with strong administration and organizational skills
- Effective written and verbal communication skills
- Knowledgeable and efficient with computers and social media
- Previous experience working in a non-profit environment preferred

- Current and valid BC driver's license and own car required
- Home office required
- Flexibility regarding availability required (work may include occasional evenings and weekends)

TO APPLY

Please submit your resume and a cover letter outlining your experience and qualifications to richmondchildrenfirst@shaw.ca by Friday, September 22, 2017 at 4:00 pm.