



May 29th, 2015

Job description – Family & Resource Consultant

The Haida Gwaii Child Care Resource & Referral program provides support, resources and referral services for child care providers, parents and caregivers in all communities on Haida Gwaii. We partner with community groups to provide workshops, training and professional development opportunities. We aim to promote quality childcare choices that meet the needs of local families. We are part of the Islands Wellness Society, an inclusive community-based agency that provides a variety of services in a safe and supportive environment. Salary will be commensurate with experience.

The CCRR program is currently seeking to bring another person into both the agency and CCRR on a part time basis. The successful candidate will be a self-motivated and organized person who works well with others and with the public.

Qualifications:

- Early Childhood Education Certificate, or willingness to work towards it
- Good verbal and written communication skills
- Computer savvy, comfortable with Excel and social media like Facebook and Wordpress and comfortable learning new programs

Responsibilities:

The Family & Resource Consultant work closely with the program coordinator and will be responsible for inventory management and maintenance of our Lending Library as well as with helping and referring walk-in clients with child care subsidy, finding daycare, and educational opportunities and training for people interested in working in the child care field. They will also be responsible for attending group staff meetings and taking part in decision making with staff and board in our consensus based decision-making model. We are a feminist agency and are seeking someone who wishes to promote equality and empowerment. This position will be based at our Queen Charlotte office at the Islands wellness Society.

If interested please submit a PDF version of your resume, cover letter and references to qciwss@haidagwaii.net by June 14th 2015 5pm. Interviews will be scheduled the following week. If you have questions or require more information, check our website at <http://islandswellnesssociety.com>. Anticipated start date is June 22nd-29th.