



Position Title

Program Coordinator – Early Childhood Development
0.2 FTE (7.5 hours per week)
Temporary Contract (14 months)

Reporting To

Program Manager

Position Summary

The Program Coordinator works in collaboration with the Program Manager to ensure effective delivery of early childhood programming throughout Fort Saskatchewan and Sturgeon Region as part of the Family Resource Network (FRN). The Program Coordinator will support in the creation of a program calendar throughout the year based on available resources and community need. Healthy communication with Families First team and the community partners throughout the region served is a must. The mandate of this program is guided by Alberta's Well-Being and Resiliency Framework: <https://open.alberta.ca/dataset/520981c4-c499-4794-af55-bc932811cb1e/resource/7fda0ae8-8d97-49e7-b94b-7f0088cd767d/download/well-being-resiliency-framework-march2019.pdf>

Duties and Responsibilities

- Build healthy relationships with community partners and the Families First team
- Create calendars and schedules for programming
- Create posters for programming and ensure they are widely distributed to ensure maximum attendance
- Establish partnerships that facilitate accessible locations for program delivery (including booking space and negotiating rates according to the parameters of the FRN budget)
- Assist Family Support Workers and Program Facilitators as needed
- Build knowledge and awareness of the Fort Saskatchewan and Sturgeon Region communities
- Build collaborative partnerships

Qualifications

- Exceptional time management and organizational skills
- Social media skills considered an asset
- Knowledge of early childhood development an asset
- Commitment to Truth and Reconciliation
- Access to a reliable vehicle
- Ability to provide criminal record check and child intervention record check
- An eagerness to embrace the culture and values of Families First Society
- Ability to adhere to Families First Vaccination Policy

Please submit your cover letter and resume to: jdagneau@familiesfirstsociety.ca

Closing date: December 6, 2021



Families First Society
FORT SASKATCHEWAN

Safe, strong, healthy future generations