



Fraser Region Aboriginal Friendship Centre Association

10095 Whalley Blvd. Surrey BC V3T 4G1

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Position Title: Early Childhood Development Program Manager

Reports to: Executive Director

Classification: Regular part-time, flexible work-schedule

Position Summary:

This position will provide staff supervision, program oversight and leadership to the Fraser Region Aboriginal Friendship Center Early Childhood Development (ECD) programs. ECD programs and services are designed to ensure children get the best possible start in life. The work of *Early Childhood Development Program Manager* will contribute towards the following four, long-term outcomes:

1. Mothers are healthy and give birth to healthy infants who remain healthy.
2. Children experience healthy early childhood development, including optimal early learning and care.
3. Parents are empowered and supported to nurture and care for their children.
4. Communities support the development of all children and families.

This dynamic individual will be highly engaged, and self-directed with a passion for Aboriginal early learning and development; will have a strengths-based foci which is evidenced in philosophy and approach; and will have a demonstrated understanding of Aboriginal history (including approaches that are congruent with decolonizing methodologies). Communicating effectively, partner engagement, managing organizational resources, and reporting are a key competencies of this position.

Key Duties and Responsibilities.

Program supervision

Over sees operations of FRAFCA'S ECD programs; Aboriginal Infant Development, Aboriginal Early Childhood Development, and any other, or new, programs related to Aboriginal early childhood development.

Directs all staff of the AECD program, AIDP, and any other related programs including hiring, evaluating staff performance, promoting, and demoting.

Oversees and approves the coordination activities of the ECD Program Coordinator.

Process implementation

Attends to all related financial and statistical reporting related to the operation of FRAFCA's ECD programs.

Finance and administrative functions, including cash flow development and reporting on a monthly and quarterly basis, or as required.

Responsible for quality program reporting - quarterly and annual reports, including monthly statistical data gathering and narrative reporting.

AECD service capacity development

Program review, family feedback and evaluation, including responsibility for implementing a quality improvement process.

Ensure all agency and program policies and procedures are understood by staff and are followed.

Lead curriculum and program development innovations based on research and best practices.

Relationship building and communication

Liaises with agencies such as ASCD program at Reach Child and Youth Development Centre; CDC, Fraser Health, etc.

Strengthen or develop partnerships with other relevant service providers to enhance services for ECD families (CDC, Fraser Health etc.)

Works with funders and community partners to expand program activities based on available resources and identified community need. Participate in developing new proposals for grants and programs.

Attend relevant community and committee meetings as prioritized by the ED and or contractual obligations including the FRAFCA MCFD AECD Liaison Committee.

Other duties as required by the ED.

Skills/Abilities:

- Knowledge of First Nations culture, traditions, and socio-economic barriers
- Demonstrated understanding of Aboriginal culture and lived experienced required; with expressed understanding of unique experiences of urban aboriginal people in the Fraser Valley
- In depth knowledge of infant, toddler, and early childhood developmental stages with extensive knowledge of infant/toddler assessment tools
- Proficient in skills related to financial and statistical reporting
- A commitment to ongoing professional development, with excellent written and verbal communication
- Self-motivated and able to work under minimal supervision
- Strong interpersonal skills

Requirements/Qualifications:

- ✓ Minimum qualifications include: an ECD, CYC or related degree, 1 year experience in a leadership role, and 3 years of experience in A/ECD, A/IDP or A/SCD working with Aboriginal children. OR an equivalent combination of education and related experience may be considered including years of experience and a combination of related certifications and other education
- ✓ Must be proficient in Microsoft Word and Excel
- ✓ Must possess a valid Class 5 BC Driver's license and have own reliable transportation
- ✓ Experiential assets include:
 - ECE Certificate with Post Basic Infant/Toddler and Special Needs Educator Certificate
 - Infant Development and Supported Child Development Certificate/Diploma
 - CYC or FNCYC diploma
- ✓ Must possess or be willing to obtain within 90 days of employment: a valid First Aid certificate, present a clear tuberculosis test
- ✓ Must be physically, mentally and emotionally capable of performing the duties.
- ✓ Criminal Record Check and review is a requirement of all employees of FRAFCA.

Pursuant to S.41 of the BC Human Rights Code, preference will be given to Aboriginal applicants.