



EMPLOYMENT OPPORTUNITY –Wolastoqey Tribal Council Inc. Indigenous Early Learning and Childcare Coordinator

Term: One year with the ability to renew.

Overview:

The Wolastoqey Tribal Council (WTCI) is a not-for-profit organization whose role is to provide capacity building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick.

WTCI hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. Please self identify.

The Wolastoqey Tribal Council is currently seeking to fill the position of **Indigenous Early Learning and Childcare Coordinator (IELCC)**

Reporting to WTCI's Indigenous Skills Employment Training Strategy (ISETS) Manager, the IELCC Coordinator is responsible for the successful leadership, overall management and operations in conjunction with the 5 WTCI First Nations Headstart and Daycare Centers. Following the strategic direction of the Early Learning and Childcare framework and policies set by Indigenous Early Learning and Childcare Secretariat, Assembly of First Nations, Atlantic Policy Congress and the Health Partnerships, the successful candidate will support the implementation of the Indigenous ELCC Framework.

Working with the First Nations, the IELCC is responsible for implementing the 15 Priorities and Strategic Actions according to the established ELCC framework. The IELCC Coordinator represents the organization to the greater community to further partnerships, advocacy objectives, programing initiative and community partnership goals.

SPECIFIC DUTIES & RESPONSIBILITIES

LEADERSHIP

- Develop and recommend a Board of Directors specific to IELCC according to the guidelines set out in the direction from the IELCC Secretariat

- Works in collaboration with First Nations, ISET Manager Program Coordinator, Director of Programs, WTCl employees, and relevant licensing bodies and community agencies to accomplish the objectives of the IELCC Program
- Encourages team building by facilitating open communication and positive working relationships
- Guides the First Nation implementation of IELCC policies and procedures
- Establishes follow-up mechanisms for the organization
- Establish a working relationship with provincial departments responsible for the licensing of Daycare Centers within the Province of New Brunswick. Ensures the organization complies with all Provincial legal requirements

BOARD RELATIONS OR OWNER RELATIONS

- Assist WTCl to develop a vision and strategic plan to guide the organization
- Works with the Corporate Administrator/Board Secretary to ensure that the agenda are distributed
- Ensures that the ISET Manager is kept up to date on all relevant changes
- Arranges training or the purchase of goods to ensure compliance with all requirements
- Provides consultation to the Board if new policies are required
- Provides a quarterly report on the operations of the headstarts and daycares
- Acts as a professional advisor to the ISETS Manager and Director of Programs
- Conducts official correspondence on behalf of WTCl as appropriate
- Implements policies on behalf of the WTCl

POLICY MANAGEMENT

- Review and revise existing policies and procedures as required
- Develop new policies and procedures where required
- Communicate new policies and procedures to employees, provide training where required
- Directs the implementation of required policies
- Monitor policies and procedures for effectiveness and compliance according to the IELCC signed agreement with Employment and Social Development Canada

OPERATIONAL PLANNING AND MANAGEMENT

- Guide First Nations on the Annual Operational Plan and Financial Expenditure Plan
- Review and analyze reports related to the operation and delivery of services
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
- Review existing policies on an annual basis and recommend changes to the Board as appropriate.

FINANCIAL MANAGEMENT

- Oversee the financial obligations according to the Terms and Conditions established by Employment and Social Development Canada.
- Formulate the annual operational plans and Annual Expenditure Plans according to Federal government guidelines.
- Implement's the Board's policies for the allocation and distribution of resources
- Ensures the programs operate within the budgetary parameters established

- Complete all financial documentation required by funding bodies
- Monitor and pursue alternate funding as appropriate opportunities are identified

PROGRAM MANAGEMENT

- Oversees the planning, implementation and evaluation of the organization's IELCC programs and services
- Develop and implement Early Learning Frameworks that is consistent with and meets the requirements of the Child Care and Early Years Act.
- Ensures the programs provided keep up with emerging trends and best practices of early childhood development and learning (for example - How Does Learning Happen?, Quality First, ELECT, Program Statement, Pedagogical Documentation, etc.)
- Work collaboratively with the Federal and Provincial governments.
- Oversee the planning, implementation and evaluation of any special projects.
- Participate in professional networking activities.
- Attend workshops/training to enhance administrative skills.
- Evaluate the quality of the program annually and makes the required changes

COMMUNITY RELATIONS/ADVOCACY

- Participate in networking and community relations activities on behalf of WTCI.
- Communicate with stakeholders to keep them informed of the work the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of IELCC.

STRATEGIC PLANNING

- Sets specific organizational goals and outcomes under the direction of ISET Program Manager
- Sets program and service goals
- Identifies the required resources to achieve goals
- Communicate with key stakeholders and external agencies to identify the changing needs of the community that is served by the organization
- Considers the impact of different alternative plans to address the changing conditions

SKILLS AND ABILITIES

- Ability to plan, develop, implement, and monitor a strong program
- Ability to think strategically, set priorities, and plans to achieve goals.
- Ability to manage confidential information and situations in a professional manner
- Demonstrate sound judgement and excellent communication skills (written and verbal)

ESSENTIAL QUALIFICATIONS:

- A University degree in Education, Social Sciences, or another related discipline. An equivalent combination of education, training and experience may be considered.
- Applicants must clearly demonstrate the essential qualifications to be given further consideration.

BEHAVIORAL COMPETENCIES:

- Analytical Thinking/Judgment
- Creative thinking/Innovation
- Effective Interactive Communication
- Organizational Commitment
- Relationship/Network Building
- Results Orientation
- Team Leadership

TECHNICAL COMPETENCIES:

- Knowledge of applicable legislation;
- Planning and organizing skills;
- Written communication.

OPERATIONAL REQUIREMENTS: The successful candidate must be prepared to travel throughout the Province WTCI First Nations

Remuneration is commensurate with qualifications and experience. Working location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick.

(Due to the COVID-19 pandemic and temporary limited office space, the successful candidate may need to work remotely for a period)

Applications should be submitted in confidence via email, with the subject line "IELCC" to: human.resources@wolastoqey.ca. or [indeed.com](https://www.indeed.com). The deadline for applications is November 11, 2021.

Note: Personal suitability will also be considered during the hiring process and The Wolastoqey Tribal Council reserves the right to refuse any and all applications for employment at any time during the hiring process.