

JOB OPENING

HEAD START COORDINATOR



Job Title: Head Start Coordinator

Job Summary: The Head Start Coordinator is an advocate for children and families in the community and is responsible for the planning, organizing and delivery of the program, including supervising program staff and facilities and encouraging parental involvement.

Education and Experience: Early Childhood Education diploma and one to two years related experience

Skills and Abilities:

- Must have strong administrative, organizational and communication skills
- Ability to relate well to children and parents; work as part of a team and promote positive staff relations;
- Ability to self-regulate, meet deadlines, have attention to detail;
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program);
- Special needs training for infants and toddlers;
- Recognizes and respects all cultural diversity and has knowledge of Aboriginal history, language, traditions, and culture

Type of Employment: 35 hours per week, subject to 90-day probation – full benefit package after completion of probationary period

Working Conditions:

- Must be able to provide proof of education, have a valid driver's license and reliable transportation, and a completed Criminal Records Check;
- Must be able to obtain and maintain a valid Emergency First Aid Certificate, WCB approved Level 1, and;
- Must undergo tuberculosis test and proof of immunization
- Must be able to hold a Day Care licence

Salary: Wage range depending on experience.

How to Apply:

1. Please provide a cover letter with salary expectations and availability.
2. Resume
3. For a complete job description please request a copy from the Executive Assistant

Email your Application to:

Leasa Williamson, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Fax: 250 989-2300

Attention: Leasa Williamson

Soda Creek First Nations

3405 Mountain House Road,

Williams Lake, BC V2G 5L5

Application Deadline: Tuesday May 11, 2021

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE Only those selected for an interview will be contacted.**

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.