



Title: Project Manager and Facilitator

Hours of Work: Full Time, 35 hours per week. This is a 24-month position finishing before 2023.

Project overview:

ECEBC has received federal funding for a new (2-year) project. *Leading in a Changing environment: Promoting the voices of BC's Early Care and Learning Sector* aims to empower women working in the Early Learning and Care to lead and inform system change within the sector. Participants, from across BC, will co-develop the learning content to address their skills needed in the community. They will engage in cohort-based learning, knowledge sharing and system focused planning. They will further their leadership skills, amplify voices of the sector, share their knowledge and expertise with decision makers, and facilitate development of child care solutions that work for families and early childhood educators.

Position Summary:

The Facilitator and Project Manager will report to the Executive Director of ECEBC. (S)he will ensure the project is completed within timelines and budget.

Experience:

- Experience providing project management for not-for-profit organizations
- Experience with adult education, advocacy, and/or collaborative community development
- Knowledge of the Early Childhood Education sector (preferred, but not necessary)
- Knowledge of ECEBC as a provincial organization, its programs, and services
- Experience working with diverse communities

Skills and Abilities:

- Excellent written and verbal communication skills
- Ability to navigate multiple perspectives
- Solid organizational skills including attention to detail and ability to juggle multiple priorities
- Proven ability to solve problems and work with a wide variety of individuals, including marginalized communities
- Ability to work well within a team with minimal supervision
- Strong working knowledge of Microsoft Office, Zoom and other platforms

Key Responsibilities:

- Manage the project from initiation to completion
- Develop administrative processes and communication materials for participant recruitment
- Co-develop the educational component with participants, recruiting expert speakers
- Coordinate project activities, meeting deadlines, budget management
- Facilitates participant group conversations and learning, organizing guest speakers, and other related learning opportunities
- Support participants to complete the project, including their local "action"
- Engage participants in the evaluation processes and coordinates with the research organization



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- Disseminate project findings through webinars, social media, and press releases, and other ECEBC communications
- Other duties to support the project as needed

Compensation:

A competitive compensation package will be provided including a starting salary in the range of \$60,000 - \$62,000 annually.

ECEBC offers an excellent benefits package that includes but is not limited to, RRSP contributions, extended health, dental and vision.

Application process:

Please send cover letters and resumes as one pdf file, saved as your name, to jsloan@ecebc.ca

Only short-listed applicants will be contacted.

Submission deadline: November 7th, 2021.

The Early Childhood Educators of British Columbia (ECEBC) is a not-for-profit organization that enhances early childhood educators' ability to be a strong voice for the profession. It influences society to value children and childhood and to respect the professionals who care for and educate children.