



ECEBC JOB POSTING POLICY

ECEBC is committed to promoting and advertising career opportunities in the early childhood education profession throughout British Columbia.

Required information

- Job postings must contain specific information including company information, job title and location, a description and information on how to apply for the position.

Accepted job positions

- All job postings must either be from a licensed child care program, from a family resource program, or from an organization that supports ECE and the ECE profession in British Columbia.

Examples of accepted job titles:

- ✓ Supported Child Development Consultant
 - ✓ Licensing Officer
 - ✓ Infant Toddler Educator
 - ✓ Child Care Manager/Administrator
 - ✓ StrongStart BC Coordinator
 - ✓ Child Care Resource and Referral Consultant
 - ✓ Various positions within the Ministry of Children and Family Development, Ministry of Education and Health Authorities
- ECEBC does not accept:
 - Job postings for nannies, babysitters or other occasional child care for unlicensed or license not required settings
 - Job positions located outside of British Columbia
 - All postings will be reviewed by ECEBC. If your posting cannot be accepted, we will process a refund, minus a \$5 administration fee. If you would like to confirm your job posting can be accepted, please contact mceli@ecebc.ca.

Payment information:

- Current fees are \$35 for 4 weeks or \$150 for a 6-month posting.
- Payments can be made online or over the phone via credit card.
- Payments made by cheque must be received within 30 days of the invoice.

Job Posting Process:



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1. Job postings are submitted using the online form on our website, www.ecebc.ca/job_postings/create.
2. Payment can be made online, over the phone, or via cheque. You will receive a receipt via email within 24 hours of payment.
3. Job posting will be reviewed within 2 days.
 - a. If approved, they will be posted online and you will receive an email of confirmation.
 - b. If not approved, you will be contacted by ECEBC and refunded, minus the administrative fee (\$5)
4. Postings will remain available for the selected duration regardless of the application closing date.
 - a. If the position is filled before the posting expires please contact us to have it removed. Refunds will not be provided in this scenario.
5. 48 hours before your posting is set to expire, you will receive an email notification that will include an option to repost your job opening. The link provided in this email will display the job posting form with your public information prefilled in and offers the ability to make edits to any field. The same duration and pricing options are available for reposts.
6. If you do not repost the job opportunity, it will automatically be removed based on the date of expiration.