



## JOB POSTING

**Manager, Child and Parent Programs  
&**

**Coordinator, Community Action Program for Children Coalition**

**Note:** *The following posting encompasses two separate but complimentary positions. Candidates are encouraged to apply for the posting as one job referencing their skills and experience relevant to both positions but may also apply for one of the positions only. In your application, please specify the position(s) you are applying for.*

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To achieve this mission, we provide community programs and services in several areas including Seniors programs, Community Engagement, and Legal Services/Housing Advocacy as well as being a leader of Child and Parent Programs on the North Shore. To learn more about NSCR, our [Annual Report](#), [audited financial statements](#) and [strategic plan](#) are available on our website: [www.nscr.bc.ca](http://www.nscr.bc.ca)

NSCR requires a **Manager, Child and Parent Programs**. As part of our management team and reporting to the Executive Director, this position is permanent 0.6 FTE. Salary is commensurate with experience and the successful candidate is eligible for benefits. The Manager, Child and Parent Programs has lead management responsibility for all NSCR child and parent programs which include North Shore Child Care Resource and Referral Program, Vancouver Coastal Regional CCRR Coordinator (host agency), Community Action Program for Children (host agency), Connect for Kids Early Years Planning Table (host agency), Early Years Vulnerability Project (host agency), North Shore Early Years Centre (host agency), School's Out Program and our Municipal Child Care Program. The Manager is also responsible for identifying and evaluating new program and service innovation under this program umbrella. Relevant subject area knowledge and experience for this management position includes knowledge and experience related to early childhood education and development, child care, family support programs, information and referral, program evaluation, financial and human resource management.

Responsibilities for this position will include:

### 1. Management of Program and Service Delivery

- Providing leadership, design and innovation to programs/services and determining appropriate program goals and objectives according to NSCR's strategic plan and community needs
- Program implementation including ensuring programs and services are meeting their goals and objectives according to standards identified by funders (e.g. Ministry for Children & Family Development, United Way, municipalities, etc.)
- Developing, applying and reporting appropriate program specific metrics and evaluation
- Record, event, project and communication management
- Advocating for child care and other family support resources, services and programs in the community

### 2. Financial Management

- Working with the management team, identifying funding sources, drafting funding proposal and grant applications

- Working with the Executive Director and Manager of Finance and Administration, developing program appropriate budgets and managing programs to ensure budgets are delivered on time and on budget
- Financial reporting to funders, management and the Board of Directors

### 3. Human Resources Management

- Creating a supportive, community impact, engaged team oriented towards respectful and open communication while encouraging innovation in program/service delivery
- Hiring and supervising staff, contractors and volunteers including performing annual staff work reviews
- Mentoring and coaching staff, contractors and volunteers to successfully deliver programs and services
- Identifying staff/volunteer professional development needs
- Identifying and assisting in updating NSCR's Personnel Policy Manual
- Updating and maintaining current job descriptions

### 4. Miscellaneous

- Promoting the NSCR brand and NSCR programs and services in the community
- Developing and maintaining strong, collaborative relationships with community partners
- Participating in management and staff meetings
- Assisting in the general efficient operation of the NSCR office

In addition to these general responsibilities, the Manager will perform any additional responsibilities as assigned by the Executive Director.

NSCR is also seeking a qualified **North Shore Community Action Plan for Children (CAPC) Coalition Coordinator**. Working with the First Years Count, North Shore CAP-C Coalition, the Coordinator is responsible for the overall program coordination and ensures that the goals and objectives of the Coalition – a focus on families and children at risk – and the funding contract with the Public Health Agency of Canada (PHAC) are met. The Coordinator provides planning, coordination and administration to the CAPC Coalition. The position is permanent and approximately 0.4 FTE. Salary is commensurate with experience and benefits are available if the position is combined with the Manager, Child and Parent Programs.

Responsibilities for this position include:

#### 1. Program Coordination

- Provides leadership through efficient and innovative coordination of the CAPC Coalition including organization, preparation and circulation of agendas and minutes for CAPC meetings, distribution of relevant information to Coalition members and chairing the CAPC Coalition meetings; Acts as a primary liaison between PHAC and the Coalition.
- Maintains information and records on behalf of the Coalition.
- Provides information to and recommends/presents proposals and plans to the Coalition for review, discussion and approval throughout the year.
- Monitors all aspects of the projects and reports back to the Coalition.
- Raises community awareness about the CAPC Coalition through strategies and programs.
- Researches, organizes and summarizes opportunities for the Coalition including training workshops and grant applications.
- Represents CAPC at relevant planning tables; participates in PHAC committees, and conference calls.
- In conjunction with partner agencies, plans, organizes and implements special events for parents and children ages 0-6 with a focus on those that are considered at risk.

- In conjunction with the Parent Community Liaison staff, plans, organizes and implements Parent Activity Group events.
- Acts as a resource to the early childhood development community through dissemination of information through email and publications.

## 2. Financial Coordination

- In conjunction with the NSCR Managers, prepares and monitors approved budgets and expenditures for the Coalition, in accordance with Host Agency financial control and administrative procedures.
- Prepares and submits financial documents to PHAC as outlined in the Contribution Agreement

## 3. Reporting

- In consultation with the Host Agency and partner agencies, compiles and submits to PHAC all reports, evaluations and budgets required by PHAC as outlined in the Contribution Agreement (Appendix C).

## 4. Staff/Volunteer Supervision

- Hires and supervises NSCR CAPC staff and volunteers as needed including performing annual staff work reviews; Identifies staff/volunteer professional development needs
- Mentors and coaches staff and volunteers to successfully deliver programs and services

### **Experience and Qualifications:**

The experience and qualifications for both positions overlap and include:

- Relevant Post-secondary education with knowledge of community services and agencies, particularly related to programs and services to families and children including those at risk and early child education and development
- Not-for-Profit management and leadership experience with knowledge of program design and delivery including training and event planning
- Experience and knowledge of financial and human resource management/supervision
- Proven ability to create creative, successful, collaborative teams
- Capacity for strategic thinking while taking care of details
- Excellent interpersonal, communication, organizational and computer skills
- Values program and service innovation, collaboration and dialogue
- Ability to work evenings and weekends and second language an asset

Please send, applications, including a covering letter and resume, to:

**Murray Mollard, Executive Director:** [murray.mollard@nscr.bc.ca](mailto:murray.mollard@nscr.bc.ca)

Applications are due: **Monday, August 28, 2017**

**Please note the position(s) you are applying for.**

Thank you for your interest but only those shortlisted for an interview will be contacted.