December 8th, 2021
Internal/External Job Posting #CH88-21-01 (Repost)
Terry Tayler Early Learning and Care Program
Program Manager II – Full Time Term Certain (Maternity Leave)

Collingwood Neighbourhood House’s mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community’s social, educational, economic, health, cultural and recreational needs.

**Job Overview**
- Apply contemporary early childhood practices within a Reggio Emilia inspired program
- Lead a team to plan and implement a quality program for young children, maintain healthy relationships and communicate effectively and respectfully with children, families and colleagues
- Be familiar with the expectations and requirements of Community Care Licensing
- Support each child’s holistic development using the BC Early Learning Framework
- Demonstrate understanding of and respect for the competency of young children
- Be aware of and work within the ECEBC Code of Ethics
- Participate in ongoing professional development

**Skills & Qualifications**
- Early Childhood Education and Infant & Toddler License to Practice required
- Minimum of 3 years’ experience in a supervisory position
- Experience working in a licensed child care centre
- Current First Aid certificate required
- Strong program planning, organizational, leadership and communication skills required
- Ability to work within a multicultural/intercultural environment
- Ability to work flexible hours
- Preference is given to candidates who are members of the Early Childhood Educators of BC (ECEBC)

**Job Details**
- **Salary:** $23.19-$24.97 + $4 Wage Enhancement per hour (subject to improvement)
- **Schedule:** 35 hours per week (rotating shifts between 7:30am and 6pm)
- **Start date:** As soon as possible
- **End date:** February 2023
- This is a unionized position covered by a Collective Agreement with CUPE Local 1936

**Application Process**
Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants.
Equality of opportunity and diversity of our company is important to us. We do not discriminate on the basis of race, religion, colour, ethnicity, gender, sexual orientation, age, marital status, or disability.

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:**

Ana Kazulin  
Child Care Coordinator  
Collingwood Neighbourhood House  
5288 Joyce Street Vancouver, BC V5R 6C9  
Email: akazulin@cnh.bc.ca

Please quote reference #CH88-21-01 (repost)  
**CLOSING DATE:** December 23, 2021

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.  
No phone calls please.