



CAREER OPPORTUNITY



Full Time Early Childhood Services (ECS) Coordinator

Pacekids Programs is looking to hire a full time, ECS Coordinator to support the North and South locations (808 55 Avenue NE and 23 Sunpark Drive SE), reporting to the ECS Program Managers. The ECS Coordinator is responsible for assisting the ECS Managers with administrative tasks, Alberta Education documentation and submission processes, facilitation of tours, registration and intake, site maintenance, and family communications and interactions throughout the year.

Pacekids Programs is family focused and strives for excellence in the therapy, education and family empowerment of children with special needs.

Pacekids offers a variety of programs to children in the Calgary area, including our Early Childhood Services Preschool and Kindergarten programs funded by Alberta Learning and our in-home programs funded through Family Support for Children with Disabilities (FSCD).

RESPONSIBILITIES

- Support day to day operations within the ECS program, ensuring Pacekids' ECS policies and procedures are followed
- Ensure the ECS program meets Alberta Education PUF standards; including registration and coding of children, as well as meeting all documentation requirements to support funding
- Support the ECS intake and registration process; assisting with reaching annual registration objectives
- Collaborate with the Marketing & Fund development Team as needed (i.e. program recruitment and promotion, grant proposals and stakeholder engagement)
- Attend applicable Alberta Education information sessions
- Completing all Alberta Education documentation and processes including PASIPrep, PUFs, Transportation, Coding Summaries, Learning Environment Functioning Forms, AOPS and audit documentation
- Create and maintain child binders at the beginning and throughout the year; collecting, organizing and ensuring all documentation is on file for each child in the ECS Program
- Assisting in ECS registration processes including preparation for Preschool Resource Fair, Open House events, fielding initial inquiries, registration paperwork, facilitating tours and collecting supporting documentation for funding





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- Assist ECS Managers with staff recruitment efforts
- Provide support to Pacekids families; answering questions and fielding grievances while keeping Manager(s) informed
- Uphold Pacekids' mission, values and beliefs in the workplace and the community while encouraging stakeholder philanthropy and engagement

REQUIREMENTS

- Completion of a degree with a minimum of 4 years' experience in a leadership role; equivalent combination of education and experience will be considered
- Previous experience working in the nonprofit, education, or human services sector is an asset
- Highly developed collaborative leadership skills
- Strong attention to detail, organization and time management skills and ability to multitask
- Self-starter who can work under minimal supervision
- Ability to build and maintain strong relationships with a diverse stakeholder group
- Proven conflict management and negotiation skills
- Problem solving, flexibility, communications and interpersonal skills are key components to success in this role
- Ability to work well independently and as part of a team
- Excellent computer skills including experience with Microsoft Office
- Knowledge/experience of ECS programming and funding is an asset
- Current Alberta driver's license; must have access to personal vehicle
- Clearance from a Criminal Record Check, including a Vulnerable Sector check and Child Welfare Intervention check; must be current within the last six months

CONTACT

Please direct your resume, cover letter and salary expectations to: Kirsten MacKenzie, Early Childhood Services Manager at kirsten.mackenzie@pacekids.ca.

Pacekids Programs understands the importance of the right person for the right job, and appreciates a diverse workforce. Pacekids Programs encourages all candidates with the required qualifications to apply for this position, and is committed to working collaboratively on determining appropriate accommodations.

[Pacekids Programs](http://www.pacekids.ca) | 808 55th Ave NE Calgary, AB T2E 6Y4 | www.pacekids.ca

