



BC Association of Aboriginal Friendship Centres
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ABORIGINAL EARLY CHILDHOOD DEVELOPMENT (AECD) REINVESTMENT INITIATIVE

COORDINATOR

POSTING DATE: MAY 26, 2011

DEADLINE FOR APPLICATIONS: JUNE 10, 2011

ANTICIPATED START DATE FOR POSITION: July 11, 2011

BACKGROUND

The **First Nations and Urban Aboriginal Early Childhood Development Steering Committee (Steering Committee)** is comprised of representatives from the First Nations Early Childhood Development Council and the Aboriginal Early Years Advisory Circle.

The Steering Committee is mandated to facilitate and steward a collaborative process for the distribution of the *Aboriginal Early Childhood Development (AECD) Reinvestment Initiative* in partnership with the Ministry of Children and Family Development (MCFD).

The AECD Reinvestment Initiative is a \$5 million dollar fund intended to support First Nations and urban Aboriginal organizations in providing programs and services for First Nations/Aboriginal children ages 0-6 and their families.

Decisions on how the funds are distributed each year are made by Peer Assessment Committees appointed by the Steering Committee.

The BC Association of Aboriginal Friendship Centres (BCAAFC) serves as the Host Agency for the Steering Committee by providing office space for the staff team as well as an administrative infrastructure to manage the Steering Committee's grant programs.

A three-person team provides support to the Steering Committee:

1. Coordinator
2. Project Officer
3. Administrative Assistant

These three positions are housed within the offices of the BCAAFC in Victoria, BC.

This is a job posting for the COORDINATOR.

Position: COORDINATOR

The Coordinator will work with the Steering Committee, as the lead of a three-person team that carries out the direction of the First Nations and Urban Aboriginal Early Childhood Development Steering Committee and is responsible for supervision of the Project Officer and Administrative Assistant.

This is a full time, term position (i.e. to March 31, 2012 with a possibility of extension – this is dependent on additional funding). The position is housed within the BCAAFC office in Victoria, BC, and offers a competitive salary commensurate with education and relevant experience.

Note that some travel will be required.

Hours of work: Monday to Friday, 8:30 am to 5:00 pm (37.5 hours per week; some evenings and weekends may be required)

Responsibilities

Primary responsibility is to implement the direction of the Steering Committee (SC) and maintain the forward momentum of the initiative as outlined in the 2011-12 workplan:

For example:

- Coordinating and attending all SC meetings (including working groups) to receive direction and provide updates.
- Maintaining up-to-date minutes of all SC decisions and direction provided.

All developmental writing and drafting associated with this fiscal year's priorities.

For example:

- Drafting and/or amending Application Review and Assessment Processes as required for the application review sub-committee to review and approve (or edit as necessary).
- Preparing other administrative and project templates for review and approval by SC
- Communicating with committee members to identify an Application Assessment Sub-Committee, and arranging meeting date(s) and location.
- Facilitating the application assessment session, recording decisions of sub-committee, report(s) to Steering Committee, preparing information required for Project Officer to notify applicants of decisions.
- Researching and/or preparing preliminary discussion or options papers related to this year's priorities (i.e. policy development, Human Resources sample pay grid, overview of major & minor capital funds available to ECD programs, mapping and needs assessment, training needs for ECD workers, web-based resources).

Assessment of applications.

For example:

- Documenting all assessment notes for each project file and ensuring there are both computer document files and hard-copy files maintained.
- Ensuring all hard copy and computer files are accessible to the Project Officer and Administrative Assistant so files can be maintained.
- Overseeing professional and confidential file management of all computer-based and hard-copy files.

Development of a year-end review of the initiative and any necessary roll-up reports.

For example:

- Preparing a draft review outline for discussion with the SC.
- Finalizing timeline to carry out review and compile results.
- Preparation of a year-end report using a template approved by the SC

Assist / support SC in planning for next fiscal year.

For example:

- Including plans for next fiscal year as a standing item on SC meeting agendas.
- Maintaining a record of ideas/lessons learned/suggestions for next year.

Demonstrating leadership in the areas of data analysis and strategic planning for the SC

For example:

- Ensuring all data gathered for this initiative remains protected for use by the SC for this initiative only.
- The Coordinator is responsible for ensuring the safekeeping of all files and data for this initiative.
- Preparing and presenting data updates to the SC (i.e. for quarterly and annual planning purposes).

Serving as the main point of contact and liaison between the SC and the Host Agency, BCAAFC

For example:

- Conducting regular meetings with BCAAFC Management Team to ensure all goals, systems and processes are being carried out as per Host Agency contract; and to ensure the Host Agency is included in Steering Committee meetings as needed or as appropriate.
- Conducting regular meetings with the SC Co-chairs to ensure direction provided is clear and can be accomplished within Host Agency contract.

All associated work after a project has been selected, including managing grant acceptance process, release of payments, review and approval of reporting, etc.

For example:

- Ensuring a hard copy of each grant acceptance letter is on file with the community and in the project file system, and that a communication schedule is established with all designated project contacts. i.e. one to one calls, conference calls, email communication etc.
- Overseeing preparation of necessary paperwork for cheque requisition and release of payments, ensuring payments are processed within agreed-upon timeframe and overseeing following up to ensure payments are received.
- Managing the SharePoint site to ensure all updated documents are available for review by SC.

Work closely with the Host Agency Financial Controller to ensure all financial needs of the SC and projects are being met.

For example:

- Reviewing and approving all expense claims of the SC.
- Reviewing the monthly budget statements provided by the Host Agency Financial Controller and preparing them for presentation to the SC.
- Completing any necessary budget amendments to either the contract with MCFD, or to project grants for review and approval by the SC.
- Monitoring potential project slippage to ensure SC has information necessary to redirect unexpended allocations in a timely manner to ensure the maximum expenditure of funds for the 2011-12 fiscal year.
- Working with Host Agency Financial Controller and Contract Manager to prepare any necessary financial reporting that will be submitted to MCFD and the SC.
- Assisting Host Agency and SC to interview and hire Project Officer and Administrative Assistant.
- Serving as primary Supervisor for Project Officer and Administrative Assistant.
- Other related duties as required and directed by SC.

Qualifications

- Post-secondary education in related field such as Public Administration, Business Administration.
- Minimum 5 years' experience in program and project management and administration.
- Minimum 5 years' experience supervising a minimum of 2 staff people.
- Strong organizational skills and time management skills.
- Excellent communication skills, both verbal and written.
- Strong computer literacy skills (particularly with Microsoft Office Suite)

Preferred Qualities

- Experience working with First Nation, Urban Aboriginal, and/or Métis communities.
- Knowledge and experience with the field of First Nation, Urban Aboriginal and Métis early childhood development.
- Ability to work under pressure, within fast paced environment and short timelines of the grant programs.
- Demonstrated expertise in information and file management (including planning, communication, coordination, and professional report-writing).
- Skilled in managing challenging situations and people.
- Must be able to provide clear, current criminal record check.

Resumes will be accepted by email, fax, mail or hand-delivery until 4:30 p.m. June 10, 2011

Interested candidates should forward a resume, cover letter, and 3 references to:

Lou-ann Neel, Coordinator

First Nations and Urban Aboriginal Early Childhood Development Steering Committee
c/o BC Association of Aboriginal Friendship Centres
#200 – 506 Fort Street, Victoria, BC V8W 1E6
Fax: (250) 388-5502 Ph: (250) 388-5522
Email: coordinator@bcaafc.com

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Only those candidates invited for an interview will be contacted.