



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
 Step By Step Child and Family Center (SBSCFC)

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JOB DESCRIPTION

JOB TITLE:	Program Coordinator Kahnawà:ke Partners in Early Learning and Child Care (KPELCC)
DURATION:	One (1) Year Determinate Full-Time 30 hours per week; must be willing to work flexible hours as necessary
TERMS:	Independent Contract One (1) Year Probationary Period
REPORTS TO:	Step by Step Child and Family Center (SBSCFC) Executive Director
SALARY:	\$30.00 per hour

KPELCC - WHO WE ARE

The recently launched federal Early Learning and Child Care (ELCC) Framework presents new opportunities for child and family services in Kahnawà:ke. Currently, childcare operations, language and culture programs and schools provide child development services to 79 percent of children 12-60 months of age. The new ELCC Framework will help to; serve more children and families, improve the quality of services provided, enhance the cultural development aspect of services and stabilize the operations of service providers. The ELCC also gives Kahnawà:ke the chance to reinforce existing services and to foster the development of new initiatives for children and families. To do so, current service providers wish to centralize the administration of the new program as well as that of two existing federal initiatives; the First Nations Child Care Initiative and the Aboriginal Head Start on Reserve Program. Considered as one, these programs are to be managed by the Step by Step Child and Family Centre, which will help local service delivery partners fulfil their administrative and quality assurance requirements and will support the development of new programs.

GENERAL EXPECTATIONS OF THE KPELCC COORDINATOR

1. Ensure proper governance for the Kahnawà:ke ELCC Framework
2. Manage the budget for the Kahnawà:ke ELCC Framework
3. Support partners and act as a facilitator for the delivery of quality services
4. Support the decision making of Kahnawà:ke ELCC Working Group partners with regard to early learning and childcare services in Kahnawà:ke
5. Coordinate with funding agencies on behalf of the ELCC Working Group
6. Act as spokesperson for the work of the Working Group and its partners

ROLES AND RESPONSIBILITIES

The statements herein reflects general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by the SBSCFC Executive Director

RESPONSIBILITIES	TASKS
<p>Ensure proper governance for the Kahnawà:ke ELCC Framework</p>	<ul style="list-style-type: none"> a) Preparing agreements to be signed by Kahnawà:ke ELCC Working Group members, outlining commitment for services to be offered and funding amounts to be distributed b) Ensuring that the Working Group partners know and understand the guidelines and criteria applicable to the Kahnawà:ke ELCC Framework, and comply with these c) Ensuring that the Working Group partners comply with the Kahnawà:ke ELCC Framework reporting requirements (activity and financial reports) d) Coordinating information flowing to and from the Working Group partners, so that they are informed of the actions, files, issues and concerns of the Working Group and its members, by issuing regular updates and by ensuring that the same information is received by all e) Coordinating the meetings of the Working Group's partners as required; ensuring logistics, and preparing agendas and minutes for these meetings. f) Developing and implementing initiatives on behalf of the Working Group g) Coordinating efforts involved in assessing and evaluating services
<p>Manage the budget for the Kahnawà:ke ELCC Framework</p>	<ul style="list-style-type: none"> a) Ensuring that amounts to be received for the operation of the Kahnawà:ke ELCC Framework are confirmed by funding agencies b) Preparing updated funding scenarios for the approval of Working Group partners c) Ensuring that funding is released to partners according to the schedule, as long as it is available d) Ensuring proper management of the administrative budget entrusted to SBSCFC for the Working Group

RESPONSIBILITIES	TASKS
Support partners and act as a facilitator for the delivery of quality services	<ul style="list-style-type: none"> a) Supporting the Working Group partners with their Kahnawà:ke ELCC Framework applications (logic model) and reports, by interviewing, collecting data and preparing drafts for partners' signature b) Assisting the Working Group partners who request guidance with regard to administrative and logistical tasks related to the delivery of services (support for grant applications, research alternative funding, internal administrative procedures) c) Supporting the creation of partnerships and the sharing of resources among local service providers to improve the quantity and quality of services provided to local children and families d) Supporting new and developing early learning and child care services so that they may become eligible for funding under the Kahnawà:ke ELCC Framework and other funding agencies
Support the decision making of the Working Group partners with regard to early learning and childcare services in Kahnawà:ke	<ul style="list-style-type: none"> a) Developing a thorough understanding of the situation of early learning and child care services in Kahnawà:ke, and preparing situation analyses for partners b) Collecting data on the current and future needs of local families with regard to early learning and child care services c) Understanding demographic trends affecting early learning and child care services in Kahnawà:ke d) Understanding federal, provincial and local programs affecting early learning and child care services

RESPONSIBILITIES	TASKS
<p>Coordinate with funding agencies on behalf of the Working Group</p>	<ul style="list-style-type: none"> a) Ensuring a constant presence with all funding agencies involved in early learning and childcare services at the federal, provincial and local level, as well as with the Assembly of First Nations of Quebec and Labrador’s Health and Social Services Commission b) Preparing applications on behalf of the Kahnawà:ke ELCC Framework to various funding agencies, and following up on their being approved c) Preparing overall activity and financial reports for all funding agencies according to guidelines, by presenting community-wide analyses as well as by compiling partners’ reports
<p>Act as spokesperson for the work of the Working Group and its partners</p>	<ul style="list-style-type: none"> a) Communicating with media and families to bring positive attention to the work of the Working Group and of its partners, in order to build bridges between the local population and services available for young children and families b) Documenting and sharing success stories and lessons learned with regard to quality early learning and child care services provided in Kahnawà:ke c) Facilitating the presence of the Working Group online and in social media

ACCOUNTABILITY

1. To conduct proper administration and request follow up procedures
2. To consult with the ELCC Working Group, SBSCFC Liaison and organizations inside and outside of Kahnawake as required
3. To ensure adherence to operational and financial standards, procedures/guidelines
4. To deal with internal and external contacts in a tactful, discrete and courteous manner
5. To maintain confidentiality
6. To adhere to KPELCC policies and procedures
7. To meet with the ELCC Working Group regularly according to set schedule

WORKING CONDITIONS

- 30 hours per week
- Home office/virtual teleconference environment
- Must be familiar with the use of general office equipment such as computer/laptop, printer
- Regular in-person and/or online meetings required
- Must own a vehicle and possess a valid driver's license
- Occasional early morning, night and weekend work may be required
- Moderate to high stress especially when meeting deadlines
- Occasional travel

CONTACTS

SBSCFC Executive Director: To report to

ELCC Working Group: To provide guidance, direction and information on ELCC activities and requirements

Other organizations: To network and share strategies, information and advice.

EDUCATION AND EXPERIENCE

Certification and/ or level of formal education:

- Bachelor's degree in Business Administration OR
- Diploma in field related to Management, Project Management, with minimum five (5) years of relevant work experience
- Must provide a copy of recent (within 6 months) police check results
- Must not be guilty of a criminal offense in a matter related to the job

Skills requirements:

- Experience in budget management
- Experience in communications (traditional and social media)
- Must possess strong administration, organizational and time management skills
- Must possess strong oral and written communication skills
- Good interpersonal skills
- Exceptional organizational skills
- Ability to take initiative and work independently
- Familiarity with advocacy work and experience with non-profit organizations
- Must possess professional integrity, sense of responsibility and accountability
- Must possess solid working knowledge in Outlook, MS Office Programs, and Internet Software, Zoom, MS Teams
- Knowledge in fundraising initiatives is an asset
- Knowledge of Mohawk culture and language is an asset, willingness to learn is essential
- Knowledge of French language is an asset

SIGNATURES

Incumbent Signature

Date

SBSCFC Executive Director Signature

Date