Employment Opportunity
Temporary Childcare Administration Assistant

The Childcare Admin Assistant is a new and temporary role, and will be key in assisting the Child Care Leaders Team with administrative duties. The role will be responsible for ensuring the effective development, and implementation of a variety of childcare related administrative activities, under the direction of the Children’s Centres Director.

Responsibilities:
Key areas of responsibility will include assisting with human resource tasks, childcare waitlist monitoring, and program liaison for parents and prototype admin tasks. The role will support hiring and human resources functions including assisting with hiring such as posting, screening, orientation and training, personnel record keeping required by childcare licensing ex: employee reference checks, and ensuring files are maintained and up to date including licenses, certification, updated personal information etc. It will include overseeing waitlist database and liaising with parents regarding registration paperwork and other parent administrative needs. This position will also support Universal Child Care Prototype evaluation and processes for our Satellite Daycare. This position will include other duties as required.

Qualifications:
- ECE, or related equivalent education and experience an asset.
- Broad and extensive knowledge / skills in: administrative functions including Word, Excel, Accpac.
- Comprehensive understanding of Childcare Licensing Act.
- Experience with social media, and other tech related needs incl. setting up emails, passwords etc.
- Experience working with teams, including training and orientation to procedures and operations.
- Demonstrated goal setting, critical thinking, problem solving and organizational skills.
- Demonstrated ability to comply with policies and procedures regarding privacy, confidentiality, record-keeping and reporting.
- Excellent written communication skills (English)
- Willingness and ability to work independently and as a member of a team, including a team that includes service providers from other agencies
- Creativity, initiative, flexibility/ability to work with/adapt in a changing environment and a sense of humor
- Ability to respect and work with a diverse range of employees, clients and community members including children, youth and families of all races, all religions, all cultures, all sexual orientations, all abilities and all economic levels.
- Passion for ongoing professional development and growth
- Strong planning, organizational, leadership and communication skills

Salary: $22.20-23.50 depending on experience plus 6% vacation pay, paid sick time and excellent professional dev’t opportunities.
Hours: 35 hours/week
Start Date: As soon as position is filled
End Date: March 31st, 2021 with possibility of becoming permanent. Benefit package (Medical, pension, sick time, vacation time.

Please apply by email to Anna Cuomo, Director of Children’s Centres at annac@froghollow.bc.ca,

For more information about FHNH and ANHBC, please visit www.froghollow.bc.ca and www.anhbc.org
ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our comprehensive compensation and benefits package reflects our commitment to our staff and their families.

We thank and acknowledge all applicants and will proactively contact only those selected for interviews.

ANHBC Member Neighbourhood Houses:
Alexandra NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center