



Employment Opportunity

Childcare Administration Assistant

The Childcare Admin Assistant 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. **There will be times of direct service when needed in all programs.** 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/ECE-A
- 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, and 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: \$23.97 plus excellent benefit package: 3weeks' vacation time, paid sick time, medical, extended health, pension plan and professional dev't opportunities.

Hours: 35 hours/week

Start Date: As soon as position is filled.

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

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities. Our total compensation and benefits package reflects our commitment to our staff and their family.

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