Education and Training Coordinator

Deadline to apply: September 7, 2018

Hours: 30 hours/week (to start), one-year maternity leave replacement contract. Monday to Friday with some work on evenings and weekends.

Starting Wage: Will be determined based on experience and skills, with benefits

Starting Date: To be determined with selected candidate

How to apply: Submit cover letter and resume to s.hooper@ecdaofpei.ca or drop off at 3 Brighton Road Suite 115.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

Key Duties:

- Maintain a current and accurate understanding of project goals, activities, timelines and expected results, as well as the mission and goals of the ECDA
- Maintain an awareness of ELCC current events and legislation that affect the ECD field and training and resource needs
- Responsible for planning and coordinating events from inception to completion with excellent attention to detail and evaluation
- Responsible to deliver on the HwC PEI Branch operations as assigned, ensuring project deliverables met, and managing program reports and repository
- Efficiently manage small and large event budgets ($100 to $70 000 events)
- Written and verbal reporting
- Work collaboratively with ECDA team and volunteers
- Nurture partnerships with other agencies to enhance resources and educational opportunities including Association of Family Resource Centres and PEI post secondary institutions/faculty.

Key Responsibilities:

- Develop and Facilitate the professional development plan (PDP) for ECDA membership;

- Plan and organize and facilitate where necessary educational and professional development opportunities that enhance best practice and further the skills and knowledge of all individuals practicing within the PEI ELCC sector
- Provide leadership and support to ECDA projects such as Handle with Care PEI
- Develop conference/workshop evaluation protocol and analysis protocol and response;
- Maintain accurate records and data for all projects and events
- Prepare and submit quarterly reports on the project progress, challenges and projected plans
- Provide oral and written communications for publication and circulation to members, project participants, partners and key stakeholders
- Meet assigned deadlines and timeframes in a timely fashion
- Other duties as required

Qualifications:

- Diploma/Degree in a related field an asset
- Outstanding inter-cultural communications skills (another language is an asset).
- Strong organizational and administrative skills.
- Strong collaborator and facilitator who can readily adapt to differing team / pursuit dynamics
- Strong attention to detail, strong people skills, good judgment and strong problem-solving skills
- Self-directed, results-oriented, able to work under extremely tight deadlines
- Ability to prioritize and manage multiple projects
- Strong knowledge of Microsoft Word, Excel, Adobe Acrobat, and Outlook

Experience:

- Experience working in the field of ECCE , Education or a related field
- Knowledge of research collection methods and data management and analysis
- Must demonstrate strong record keeping skills, basic filing, detailed report writing
- Previous experience in organizing and facilitating events is an asset
- Project management experience an asset

Knowledge of:

- Current practices to improve professional achievement and best practice within the ELCC sector
- Laws and regulations governing early childhood development in PEI
- Principles of adult education; program planning, development, implementation and evaluation
- High level of competency with technology and computer software applications
- Strong written and verbal communication skills (French an asset)
- Project management an asset
- Grant writing/application knowledge an asset