



## JOB DESCRIPTION

<b>JOB TITLE</b>	Early Years Community Development Coordinator
<b>MINISTRY/DEPARTMENT</b>	Ministry of Education
<b>REPORTS TO</b>	Manager, Family Program and Services
<b>JOB FAMILY</b>	Nation Support
<b>CLASSIFICATION LEVEL</b>	Level 2
<b>DATE CLASSIFIED</b>	August 2024

### POSITION SUMMARY

The Early Years Community Development Coordinator is to expand partnerships through community development and create opportunities for families, communities, Early Learning and Child Care professionals, service providers, children and family agencies and support in the development, sustainability, and excellence of Métis-centered early learning and childcare in BC. The Early Years Community Development Coordinator supports Chartered Communities with early learning culturally appropriate tools, resources, and best practices. The Early Years Community Development Coordinator builds and strengthens mutually respectful relationships with Métis Chartered Communities through various avenues including supporting, planning, and hosting of family gatherings.

The role is responsible for maintaining effective relationships, with early years programs and services and committees to coordinate the provision of services, influence where appropriate, foster partnerships, collaborate, and exchange information through transparency.

Furthermore, the coordinator facilitates presentations aimed at enhancing the connectedness and cultural knowledge of Métis children and families.

### LOCATION

- Provincial Head Office – Surrey, BC.

### DUTIES & RESPONSIBILITIES

- Consults and regularly obtains feedback from MNBC Chartered community leaders regarding the early years needs of Métis community members, which reflect rural, remote, and urban environments.
- Supports MNBC Chartered Communities, Métis child and family agencies, and community-based, Métis non-profit societies in completing applications, submitting reporting, and budget monitoring.
- Assists MNBC Chartered Communities, Métis child and family agencies, and community-based, Métis non-profit societies in successfully spending their funding, including hosting family gatherings, and other unique ideas to deliver programs and services to Métis community members.
- Builds and strengthens mutually respectful relationships with Métis Chartered Communities and Métis children and family agencies.
- Creates and maintains documentation to record and analyze data to inform the creation of new projects and initiatives.
- Recognizes and adapts to meet the unique needs of each community.
- Supports and networks with local community organizations and services across the province to better support programs and service delivery from a Métis lens.



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- Coordinates Métis specific presentations and resources for Chartered Communities, community partners and other stakeholders.
- Researches and disperses information related to other funding opportunities to increase the capacity of MNBC Chartered Communities.
- Hosts and facilitates ongoing virtual or in-person Community gatherings to share information, create best practices, and celebrate successes in the Communities.
- Updates the Manager, Family Programs and Services apprised of all pertinent issues and information for effective decision-making.
- Provides input for the preparation of annual short and long-range program plans and briefing materials.
- Carries out various administrative tasks including monthly reports of activities and statistics that inform our funders that we are meeting the objectives of our contract deliverables.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

### Supervision Given

- None

### QUALIFICATIONS

- Diploma in Early Learning and Child Care, Public or Community Relations, Volunteer Management, or related field from a recognized, post-secondary institution.
- Minimum three (3) years' recent, related experience in Early Learning and Child Care and Community Relations.
- A combination of relevant experience, education, and training may be considered.
- Proficient in engaging with diverse communities and individuals to foster positive and mutually beneficial connections.
- Demonstrated ability in writing funding proposals; community development approaches; cross cultural experience; solid knowledge of select program areas.
- Demonstrated ability to effectively understand and practice protocols related to relationship building in Métis communities.
- Demonstrated knowledge of financial management and the contracting process.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven ability to lead, problem solve, and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.



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- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver’s licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

### MNBC VALUES

- **Manâchitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes’kwât’sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim’sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât’sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.