

Job Title: Ages & Stages Questionnaire (ASQ) Contract Coordinator
Category: Child and Family Development

Contract Hours: 25hrs/week

Term of Contract: November 2017 – March 31, 2018 (4 months)

Location: Kelowna Child Care Society

The Kelowna Child Care Society is a non-profit society that has been providing services in the Central Okanagan since 1977. The Kelowna Child Care Society works to support safe, secure and healthy environments for children; to encourage quality and excellence in child care; to provide information, services and programs that enhance the capacity of parents/guardians and child care providers; build community partnerships to strengthen service-delivery and reduce duplication of services.

The Position: We're looking for an ASQ Contract Coordinator with a strong knowledge of the child care sector in the Central Okanagan to improve the use of ASQ in the communities. Working in coordination with the Kelowna Child Care Society, the ASQ Coordinator will perform the following duties concerning the ASQ:

1. Community Implementation
2. Community Outreach
3. Resource Development
4. Training and Education

The qualified applicant must have experience with working with ASQ and have the following skills:

- excellent communication and interpersonal skills
- strong research and analytical skills
- advanced computer skills (MS Office Suite)
- strong organizational skills and attention to detail.

If you're interest in this position, please send resume and covering letter *outlining your knowledge of the ASQ program and a plan to implement the use of ASQ in the Central Okanagan* to resume@kelownachildcare.com.

Applications close at 4pm on Friday, Nov. 17, 2017. We thank-you for your interest in this position, but please note that only candidates selected for an interview will be contacted.