



**JOB POSTING**  
**Learning Outside Together Program Coordinator**  
**Part-Time**

Posting Open until July 19, 2024

**Title:**

Learning Outside Together (LOT) Program Coordinator

**LOT Program Overview:** “The LOT: Incorporating traditional wisdom and promising practices to futureproof child care programs” is designed to increase confidence, knowledge, and skills needed to deliver land-based learning opportunities. The program focuses on supporting educators to create meaningful outdoor experiences with and for children, increase the length of time spent with children outdoors, and learn about Indigenous teachings, protocols and practices related to the land.

**Hours of Work:**

3 days per week (average 21 hours per week, flexible)

From August 15 to September 15 (flexible), 2024 to March 31, 2027 (hybrid working model)

**Position Summary:**

To provide coordination and administration support for the LOT program. This position will require close collaborative work with the LOT partnership team. The team is comprised of a partnership between the BC Aboriginal Child Care Society, (BCACCS), the Social Research and Demonstration Corporation (SRDC), and the Early Childhood Educators of BC (ECEBC).

**Qualifications:**

1. Project Management education/experience
2. An understanding/awareness of and respect for Indigenous cultures, traditions, and values.
3. Ability to work in a culturally safe manner/trauma informed practice
4. Asset: Early Childhood Educator or equivalent experience and/or education
5. Asset: Relevant experience in the early years
6. Asset: Learning Outside Together (LOT) knowledge (former participant, mentor, facilitator, etc.)
7. Asset: Access to a reliable vehicle, and a valid Driver’s License

**Skills and Abilities:**

1. High level of coordination skills: managing projects
2. Experience performing administrative and reporting/budgeting functions
3. Strong verbal and written communication skills
4. Ability to multitask and to work well with minimum supervision and under pressure
5. Strong work ethic with attention to detail
6. Proficiency in email management, computer applications, meeting platforms (Zoom, Teams), Microsoft Office Suite (Outlook, Word, Excel), and Canva.
7. Excellent interpersonal skills, with the ability to build relationships and work collaboratively with diverse stakeholders.

8. Ability to work in a culturally safe manner/trauma informed practice.
9. Ability to work weekends and evenings occasionally when requested.
10. Have access to a reliable vehicle, a valid Driver's License, and willingness to travel when required.
11. Experience in event planning and logistics coordination
12. Knowledge of the BC Child Care Licensing Regulations (Community Care and Assisted Living Act)
13. Knowledge of or experience in the Indigenous child care sector is an asset.

#### **Job Duties:**

- Plan, implement, facilitate and document monthly meetings with the partner group
- Plan, implement, and monitor:
  - promotion of LOT program
  - facilitate applications and acceptance process
  - recruit mentors and facilitators
  - manage mentor and facilitator contracts
  - manage participant group meetings on Zoom
- Organize and coordinate LOT participant packages (ordering, packaging, mailing out)
- Prepare and submit reports and budgets as necessary
- Prepare agendas, Zoom invites, minutes, etc. as needed
- Assist participants with HUB access/tech issues, certificates, etc.
- Keep LOT partnership team informed (regular update emails, and meetings)
- Other duties as required.

#### **Compensation:**

Contract: \$55,000 per year

Approx. 3 days a week, 21 hours, flexible.

No Extended Benefits

#### **How to apply:**

Cover letters and resumes must be sent to: [info@learningoutsidetogether.ca](mailto:info@learningoutsidetogether.ca)

Only short-listed applicants will be contacted.

*BCACCS: The BC Aboriginal Child Care Society (BCACCS) offers a variety of services that provide early childhood education professionals, support service professionals, and Indigenous children and families access to early learning programs, resources, training, research, and community services that are culturally based.*

*SRDC: The Social Research and Demonstration Corporation (SRDC) is a non-profit research organization created specifically to develop, field test, and rigorously evaluate new programs. SRDC's two-part mission is to help policymakers and practitioners identify policies and programs that improve the well-being of all Canadians, with a special concern for the effects on the disadvantaged, and to raise the standards of evidence that are used in assessing these policies.*

*ECEBC: The Early Childhood Educators of British Columbia (ECEBC) is a not-for-profit organization that enhances early childhood educators' ability to be a strong voice for the profession. It influences society to value children and childhood and to respect the professionals who care for and educate children.*

