

COMMUNITY ENGAGEMENT COORDINATOR / CHILDREN'S SERVICES **Permanent Full-time Position, Fort Frances ON**

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,110 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking a Community Engagement Coordinator/Children's Services on a permanent full-time basis to join our team in Fort Frances, ON. Reporting to the Integrated Services Manager the Community Engagement Coordinator/Children's Services plays an integral role in supporting the early learning and child care system, provides pedagogical direction and ensures the implementation of high quality inclusive programs. The incumbent provides advice, context and understanding regarding the evolving needs of early learning and child care operators in the Rainy River District. This position will develop, organize and deliver training modules to partnering organizations, staff, Supervisors or other adult learners, including facilitation and evaluation.

Qualifications will include:

- Three year college diploma or three year degree in Early Childhood Education or other related discipline and four (4) years' related experience in leading community strategies, statistical data analysis and collection, research and report writing. Candidates with an equivalent combination of education and experience will be considered.
- Registered Early Childhood Educator (RECE) is considered an asset.
- Proven skills in the collection, synthesis and analysis of data from multiple and varied sources.
- Excellent research, evaluation and program planning skills.
- Proficient computer skills and the ability to work within a computerized environment.
- Demonstrated communication, collaboration, and interpersonal skills to develop and maintain positive and effective working relationships.
- Superior report writing, facilitation and presentation skills necessary for communicating complex information to a diverse array of groups.
- Ability to work in a team-based setting and with multi-disciplinary and diverse groups.
- Strong project and time management skills with the ability to prioritize workload, as appropriate.
- Ability to exercise a high level of independence, integrity, professionalism, and confidentiality.
- Community development experience is an asset.
- Ability to travel throughout the Rainy River District and neighbouring Districts.

We offer a competitive salary, an excellent benefit package and participation in the OMERS pension plan. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references, no later than **12:00 noon (CST) on Friday, March 23, 2018 to:**

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON P9A 1H2
Competition #HR-08-2018-CEC-CS
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or emailed to: joannes@rrdssab.on.ca

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.