



EMPLOYMENT POSTING:
NSCR CCRR Community Outreach Consultant

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment, and community participation by designing and delivering programs and services to create a thriving North Shore. To learn more about NSCR, see our [Annual Report](#) and visit our website at www.nscr.ca.

NSCR seeks a permanent **full-time** (35 hours/week) **Community Outreach Consultant**. The Community Outreach Consultant is responsible for supporting families and childcare providers in the community by providing a variety of services with a focus on community outreach across North Vancouver. This staff member will be the lead person responsible for drop-in programs for families and child care providers/educators. The Community Outreach Consultant is responsible for working collaboratively with CCRR staff, NSCR agency staff, students and volunteers, community partners, and clients to achieve the mandate and quality service goals for the Child Care Resource & Referral program.

Responsibilities

As the CCRR Community Outreach Consultant, you will be responsible for:

- Plan, implement, and facilitate CCRR drop-in programs, outreach efforts, and services for families, childcare providers, and community partners
- Coordinate the delivery of CCRR drop-in programs at multiple locations throughout North Vancouver
- Set up and take down program materials and equipment as needed for parenting activities
- Provide families and caregivers with current information on early learning and development
- Respond to parent and caregiver inquiries for resources and information
- Respect and acknowledge parents' and caregivers' cultural values, goals, and expectations
- Promote, support, and facilitate strong relationships among parents, caregivers, and children
- Represent and advocate for NSCR and CCRR by attending meetings and delivering presentations to community members, including Early Childhood Educators

- Support families, childcare providers, and community partners in accessing CCRR programs, workshops, library resources, consultations, and other services
- Assist clients with applications for ACCB and other childcare initiatives as needed
- Collaborate with the Communications Specialist to maintain and update the NSCR website for outreach and program promotion
- Work with the Early Childhood Community Consultant to ensure print materials and online resources are well-stocked and accessible
- Perform other duties as assigned by the CCRR Program Coordinator and/or the Manager of Child and Family Programs
- Identifies gaps in services and collaborates with others to identify solutions where appropriate
- Assists CCRR staff and clients with the lending library and services as needed
- Develops and maintains files and statistics as required
- Participates in program evaluations
- Assists with coverage of other CCRR team members as required

Qualifications, Skills and Experience:

- Valid BC Early Childhood Education Certificate or degree
- Minimum 3 years' experience in child care centres with supervisory experience
- Knowledge of North Shore community resources and services
- Excellent communication (written and oral), reporting, record keeping and presentation skills
- Ability to work independently and as a team
- Understanding of and experience with client relationships and professional ethics (Code of Ethics ECEBC)
- Proficient knowledge of the Microsoft Office Suite (e.g. Word, Outlook, Teams)
- A valid Class 5 British Columbia Driver's License and vehicle
- Second language is an asset

NSCR offers a wage of \$29.03 per hour, plus benefits that include extended health and dental coverage, vacation, and RRSP, as well as an excellent workplace culture.

Applications:

Please send *electronic* applications (cover letter + resume) to Martha Scully, Manager of Child and Family Programs: martha.scully@nscri.ca

NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.

Start Date: ASAP