* Ability to exercise initiative and take on leadership tasks when required
* Corroborated positive team experiences and contributions within past teams
* Ability to adjust to change in a positive manner
* Proficient knowledge and ability with Microsoft Office, previous experience with data bases and social media
* Demonstrated strong public relations and community development
* Skills and capabilities to facilitate workshops, plan events in person and virtually
* Knowledge and skills to effectively manage budgets, petty cash and submit reports to manager as required
* A willingness to be flexible and work in other Pacific*CARE* communities as required
* A positive attitude and motivation to increase the quality of child care for all children and their families
* Ability to physically deliver and receive CCRR resources

**REQUIRED QUALIFICATIONS:**

* Valid BC Drivers License
* Reliable vehicle with business insurance coverage
* Drivers Abstract
* Clear Criminal Record Check