



Association of Early Childhood Educators Ontario

Position: Professional Learning Coordinator

Deadline for application: July 28, 2021

The Association of Early Childhood Educators Ontario is the professional association for Early Childhood Educators (ECEs) and its primary purpose is to advocate for respect, recognition and appropriate wages and working conditions for *all* ECEs. We work collectively and collaboratively with communities to build and support a strong collective voice for early childhood educators so they can participate in and influence positive change that benefits ECEs, children, families and communities.

Job Description: As part of the AECEO's new *Building Leadership and Learning Communities Project*, the Professional Learning Coordinator will help conceptualize, develop and implement a professional learning model, coordinate with project officers and work collaboratively with AECEO team to align initiatives. The PL coordinator will also be primarily responsible for planning and managing a Provincial Conference in 2023. This position reports directly to the Executive Coordinator and is responsible to a volunteer Board of Directors.

Project Description: This 3-year project aims to connect, support and empower Early Childhood Educators in Ontario by creating and supporting new Communities of Practice and implementing a new professional learning model.

Professional Learning Model

- Facilitate sector engagement and research to develop and implement professional learning model
- Recruit meaningful content that aligns with the philosophy, values, and mandate of the AECEO while addressing emerging needs from the sector
- Plan, execute, and host professional learning experiences (may include large webinars, small dialogic experiences)
- Plan, execute, and host membership connection PL opportunities
- Engage with Communities of Practice to support local PL opportunities

Provincial Conference*

- Recruit ECE-led planning committee
- Facilitate planning committee meetings

- Work with planning committee, CoPs and AECEO to conceptualize & publicize conference
- Lead conference presenter recruitment, communications, etc
- Work with AECEO Admin and Membership Coordinator to facilitate bookings/rentals & registration

Online learning hub

- Plan, create and manage online learning hub on AECEO website

Communications and Reporting

- Facilitate ongoing evaluation of PL model
- Support Project Coordinator in reporting, disseminating learnings

Qualifications

Degree in Early Childhood Education, Communications, Humanities, Social or Political Science or a related field of study, or equivalent combination of education and experience

Skills, knowledge and experience

Required

- Strong writing skills
- Confident public speaker
- Knowledge and understanding of critical theories of early childhood
- Strong collaborative leadership skills
- Project and time management skills
- Ability to build and maintain strong and collaborative relationships with diverse partners and stakeholders
- Ability to work evenings and weekends and flexible hours
- Willing to work within anti-racist and anti-oppressive frameworks

Preferred

- Experience working with experience in working with racialized communities, knowledge of anti-racism work, and the ability to work within racially diverse teams
- Knowledge and understanding of critical theories of early childhood
- Experience working directly with children in early years program
- Experience working with diverse community partners
- NationBuilder or similar database management experience
- G drivers license or equivalent full drivers license

Asset

- Video creation/editing experience/skills
- Website management/maintenance experience including familiarity with HTML/CSS, NationBuilder platform

This is a full time, salaried, position funded through the Building Leadership and Learning Communities Project grant funding. Every attempt will be made to secure funding to continue the position.

*It is anticipated that this will be an in-person conference but if conditions at the time do not support this, it will be held as a virtual conference.

The AECEO is committed to leading with our values and ethics. This means we value the lived experiences of our applicants and believe potential and passion can be as valuable as credentials. We encourage applications from Black, First Nation, Métis, Inuit, and racialized individuals; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; disabled people; and members of other equity-seeking groups. As part of our learning and growth, we have made a commitment to implementing anti-racist hiring practices, if you would like to read more about our commitment, please visit www.aeceo.ca/building_leadership_and_learning_communities.

If you are contacted by the AECEO regarding this job opportunity, and require an accommodation due to disability to participate in the recruitment and selection process, please advise and we will work with you to meet your needs.

Start Date: Flexible, September 2021

Salary: 57,000/year, plus benefits after 3 months

Work location: Remote/from home

Please submit cover letter, and resume to info@aeceo.ca by 5pm, July 28, 2021. Only candidates who are selected for interviews will be contacted. A writing sample will be requested from candidates when confirming an interview.