



Association of Early Childhood Educators Ontario (AECEO)

Position: Project 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: Responsible for the successful implementation of the AECEO's *Building Leadership and Learning Communities Project* according to the project proposal; coordinating work with two project officers and the organization's staff team, fulfilling reporting and dissemination, monitoring progress and deliverables, and maintaining positive relations with the funder. 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.

Primary Responsibilities:

Coordinating Project Activities

- Monitoring and overseeing project activities
- Coordinating work across two project officers
- Facilitate project meetings to ensure alignment and communication across organization's work
- Work with AECEO Admin and Membership Coordinator to manage project budget
- Establish and maintain professional working relations with members, community and sector partners/stakeholders and leaders, organizations and government

Reporting and relationship with funder

- Work with project team and outside evaluator to develop, implement, and analyze evaluation tools
- Monitor and track key deliverables

- Complete interim/annual reporting to funder
- Maintain positive relationship with funder through ongoing check ins and updates
- Compile lessons learnt and evaluation measures into scalability plan

Dissemination and Communications

- Facilitate community talks/engagement sessions
- Network with organizations and represent project team in meetings/public events
- Write project updates and articles for dissemination and seek dissemination opportunities
- Create and implement social media engagement strategies
- Develop, format and schedule AECEO e-blasts on NationBuilder
- Plan, develop and coordinate marketing strategies as they relate to professional learning or Community of Practice events including programs, promotional strategies and materials, and outreach

Website Management

- Support the organization's NationBuilder website including maintenance & development, content creation, and architecture/layout

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
- 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 coordinating project/staff team
- Experience working with 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

Asset

- Website management/maintenance experience including familiarity with HTML/CSS, NationBuilder platform
- G drivers license or equivalent full drivers license

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.

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 https://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.