

Richmond Cares, Richmond Gives

190-7000 Minoru Blvd, Richmond, B.C. V6Y 3Z5

Tel: 604-279-7020 Fax: 604-279-7038

www.rcrg.org



JOB POSTING

Position: Outreach Coordinator

Hours per week: **35 hours per work week**
Monday – Friday
Full time (1 year maternity leave replacement)
April 29, 2019 - April 30 2020

Job summary

Respond to enquiries from parents, the child care community and the public on a wide range of issues regarding child care, education and related community-based services.

Key Responsibilities

- Maintain and update agencies information on child care resources and child related services available in the community
- Respond to enquiries from parents seeking child care services and information
- Provide support to informal, LNRs and family child care providers to complete the requirements for the Agency's regulated child care service registry
- Assist with resource library duties.

Required Education and Experience

- 4 -5 years of experience in the field of child care
- Customer service experience in person and by phone
- Current ECE Certificate

Skills and Abilities Required

- Excellent communication and people skills
- Second language is an asset
- Proficient in MS Office and Outlook
- Organized and detail oriented

Other Position Requirements

- Must successfully complete a Criminal Record Check
- Occasional evening, and/or weekend hours as required for program purposes
- Use of own vehicle with business class insurance

Qualified applicants are invited to submit their resumes to:

Jocelyn Wong, General Manager, Richmond Cares Richmond Gives, 190-7000 Minoru Blvd, Richmond, BC V6Y 3Z5, or e-mail to jwong@rcrg.org

We thank all candidates for their interest; however only those candidates invited to be interviewed will be contacted.

Date Posted: April 16, 2019

Closing Date: April 23 , 2019