



190 – 7000 Minoru Blvd.
Richmond, BC V6Y 3Z5
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Job Posting: Information, Referral & Outreach Consultant

Come work for one of Richmond's leading non-profit organizations. For more than 47 years we have been providing services to our community.

Be part of the **Child Care Resource & Referral** team. You will have plenty of people contact you as you work with day care operators, educators, and parents helping them to grow. Your education and early childhood experience, together with your creativity, will contribute to the advancement of our culturally diverse city.

As a respected member of the RCRG team your compensation will include a competitive salary, company paid MSP, and full benefit package. This is a full-time position (35 hours per week).

Come grow with RCRG!

You will be given lots of responsibility, including:

- Maintaining and updating agencies' information on child care resources and child-related services available in the community
- Responding 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 services

Here's what makes our perfect candidate:

- 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

If you are successful we will ask you to complete a Criminal Record Check and use your own vehicle with business class insurance (we'll cover the operating cost of extra insurance).

Take the next (and best) step in your career TODAY

Submit your resume 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 invited to be interviewed will be contacted.