



EMPLOYMENT POSTING: CAPC Coordinator & Parent Community Liaison

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To learn more about NSCR, see our [Annual Report](#) and visit our website at www.nscr.ca.

NSCR seeks a **part-time** (approx. 23 hours/week) **CAPC (Community Action Program for Children) Coordinator and Parent Community Liaison** to work with the North Shore CAPC Coalition, that includes North Shore Community Resources, North Shore Neighbourhood House, Family Services of the North Shore, and Parkgate Society Community Services. The Coordinator oversees the program coordination and ensures that the goals and objectives of the Coalition – a focus on families and children at risk – and the funding contract with the Public Health Agency of Canada (PHAC) are met. The Coordinator provides planning, coordination and administration to the CAPC coalition. The Parent Community Liaison plans, organizes and implements special events for parents and children ages 0-6 with a focus on those that are considered at risk.

Responsibilities

The CAPC Coordinator and Parent Community Liaison will:

- Report to the NSCR Manager of Child and Parent Programs
- Provides leadership through efficient and innovative coordination of the CAPC Coalition including organization, preparation and circulation of agendas and minutes for meetings, distribution of relevant information to Coalition members and chairing the CAPC Coalition meetings; Acts as a primary liaison between PHAC and the Coalition.
- Maintains information and records on behalf of the Coalition.
- Provides information to and recommends/presents proposals and plans to the Coalition for review, discussion and approval throughout the year.
- Monitors all aspects of the projects and reports back to the Coalition.
- Raises community awareness about the CAPC Coalition through strategies and programs.
- Researches, organizes and summarizes opportunities for the Coalition including training workshops and grant applications.
- Represents CAPC at relevant planning tables; participates in PHAC committees, and conference calls.
- Plans, organizes and implements special events for parents and children ages 0-6 with a focus on those that are considered at risk.
- Plans, organizes and implements Parent Activity Group (PAG) events.

- In conjunction with the Community Information Assistant, prepares and distributes the Free Things to Do on the North Shore Flyer.
- In conjunction with the NSCR Manager, prepares and monitors approved budgets and expenditures for the Coalition.
- Compiles and submits to PHAC all reports, evaluations and budgets required as outlined in the Agreement.

Qualifications, Skills and Experience:

- Relevant post-secondary education or ECE preferred
- Knowledge of childhood development and community resources particularly regarding families and children at risk
- Experience with planning and administering budgets and other administrative duties
- Excellent communication (written and oral)
- Experience with training and event planning
- Ability to work independently
- Values program and service innovation collaboration and dialogue
- Appropriate computer and other technological literacy
- Experience with program coordination and staff supervision
- Good knowledge of services available to clients on the North Shore
- Ability to work some evenings and weekends
- Travel across the North Shore

Applications:

Please send *electronic* applications (cover letter + resume) to Tunde Getaneh, Manager of Child and Parent Programs: tunde.getaneh@nscr.ca

NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.

Hourly Wage: \$23.50 - \$26.75 per hour

Start Date: ASAP

Application Deadline: Until position is filled