

## Internal/External

### Manager, Children and Parenting Programs Family and Settlement Program Cluster

**POSITION:** Manager, Children and Parenting Programs

**DEPARTMENT:** Family and Settlement Services

#### **POSITION FUNCTION:**

The Manager, Children & Parenting Programs manages children and parenting programs including, but not limited to, Building Blocks Vancouver and the Community Action Program for Children, supervises Family Home Visitors, Facilitators, Early Childhood Educators (ECEs), Early Childhood Educator Assistants (ECE Assistants), and Program Assistants, and supports consultants.

#### **QUALIFICATIONS:**

- Must be knowledgeable about children and family settlement services, early childhood education, volunteer management, community development practices and programming (emphasis on capacity building and coordination), financial management, and human resource management.
- Must possess a working knowledge of standard office equipment and software applications (word processing, spreadsheets, presentation software, and databases).
- Bachelor's Degree in Social Work, Psychology, Early Childhood Education, or completion of a diploma or certificate, or course work in related fields, such as Parenting, Counselling, Community Development, Community Social Services, or a combination of training and appropriate experience.
- Three to four years managing programs in children and family settlement services, community development working with immigrants and refugee children and families from different minority communities.
- Able to work independently with little supervision and experienced in leading and supervising multi-disciplinary teams.
- Skilled in conflict resolution, cross-culture communication, community development, marketing, presentation, public speaking, research and analysis.
- Organized and able to set priorities and meet deadlines.
- Tactful, discrete, diplomatic, patient, flexible

#### **OTHER REQUIREMENTS:**

- Current, satisfactory Criminal Record Check

**HOURS:** Full time management position.  
**Please note, this is a one-year term position.**

**STARTING PAY:** Commensurate with experience

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

**RESUMES TO:** MOSAIC  
Attn: Settlement Hiring Committee, [fs.hiring.team@mosaicbc.org](mailto:fs.hiring.team@mosaicbc.org)

Please reference “**Manager, Children and Parenting Programs**” in the subject line of your application (WORD/PDF format, résumé and cover letter via email). No telephone calls please.

**DEADLINE:** Open until filled.  
Please note that resumes will be reviewed starting December 1, 2021, but the posting will remain open until the position is filled, and will be closed without notice.

**NOTES:** Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

**Posting Date:** November 22, 2021

*MOSAIC is committed to promoting equal employment opportunities for all members of the community.*