



early childhood community development centre



JOB POSTING | Early Childhood Community Development Centre

## Early Learning Training and Events Consultant (Temporary Position)

Monday to Saturday (40 hours per week, daytime and evenings as required)

The Early Childhood Community Development Centre (ECCDC) is seeking a highly professional, enthusiastic, and dynamic individual to join our multifaceted team. In this role you will provide event management services including developing and implementing a variety of special events and professional learning opportunities for the early learning sector. This position includes development of training schedules, meeting with internal and external speakers to coordinate needs, budgeting, arranging audiovisual requirements, fundraising, working with students and volunteers and determining related pedagogical resources to accompany training sessions. This position will also be responsible for developing a variety of marketing and social media strategies to promote the special events and professional learning services.

This position requires flexible scheduling from Monday to Friday during the day from 8:30 am to 4:30 pm and in the evening from 1:00 pm to 9:00 pm as required to meet the diverse training needs. Working a number of Saturdays will also be required.

### The successful candidate will have the following qualifications and skills:

- Event Management and Project Management Courses and/or Experience would be considered an asset.
- Understanding and awareness of early learning and child care services.
- Demonstrated leadership abilities in previous positions.
- Demonstrated ability to coordinate a variety of training activities including liaising with volunteers, communicating effectively with partners and venue coordination.
- Outstanding communication abilities; written and oral.
- Ability to perform multiple activities in a timely manner and work effectively within a busy and collaborative work environment.
- Ability to maintain confidentiality and a high level of personal integrity.
- Excellent knowledge of Microsoft Word, Excel, power point and a variety of social media platforms.
- Previous experience in designing marketing materials would be considered an asset.
- Willingness and availability for local and out of town travel as required.
- A valid drivers' license.
- Confirmation of a vulnerable sector check prior to hiring.

Competitive Annual Salary (based on experience) and Benefits

The Early Childhood Community Development Centre is an equal opportunity employer. Interested applicants are invited to apply on or before **Monday June 19, 2023 at 12:00 pm** by forwarding a résumé to

[jthompson@eccdc.org](mailto:jthompson@eccdc.org).