



JOIN THE ANDREW FLECK FAMILY!

Project Coordinator– Shelter Tool Kit

Part-Time · Non-Unionized

Independent Contractor Opportunity

Through this 24-month project, Andrew Fleck Children's Services will develop and put in place promising practices related to Early Childhood Education for children living in a shelter with their mothers after fleeing domestic violence, in particular children who may have experienced abuse directly and/or witnessed abuse in their homes before seeking safety. It will address gaps in equitable early learning opportunities for children by supporting Early Childhood Educators (ECEs) as they provide trauma-informed, play-based early learning experiences. To do so, the project will create two toolkits for early childhood educators – one on trauma-informed practices and one to support their own well-being. They will also document best practices in setting up licensed child-care in a shelter. An external evaluator will measure and assess the impact of the promising practice. Andrew Fleck Children's Services will reach out widely to share information on the promising practice with others so that they may replicate it or expand upon it

Available from: May 1, 2025 to April 30, 2027
Compensation: All-in contractor rate at \$136.36 an hour
Hours: Maximum hours in year 1: 264; maximum hours in year 2: 225 (average of 8 hours/week)
Location: Head Office: 700 Industrial Ave, Ottawa, ON
Closing date: April 15th, 2025
Apply: E-mail an expression of interest with summary of qualifications to hrrecruiting@afchildrensservices.ca

The Project Coordinator will oversee all aspects of the project

- ✓ Connect and collaborate with the AFCS project leads
- ✓ Create a comprehensive workplan and objectives for the self, student role and Researcher role
- ✓ Develop materials to generate enthusiasm and awareness for the project
- ✓ Coordinate tasks and supervise activities of other project collaborators:
 - Researcher(s) affiliated with an Ontario based post-secondary institution
 - AFCS staff delegated to this project
 - Students (up to two) working 12 weeks during the summer of 2025 & summer 2026
 - Others as deemed applicable to the project by AFCS
- ✓ Implement workplan timelines:
 - Complete specific tasks identified in the workplan
 - This includes designing an overall project plan to meet the timelines and objectives
 - Support the required external evaluation

Education and experience required...

- ✓ Master's degree in Early Learning or related field or equivalent experience
- ✓ Demonstrated previous experience managing multi-layered projects
- ✓ Direct experience in the construction of professional learning opportunities and curriculum development
- ✓ Expert using MS Suite
- ✓ Minimum of 10 years experience in a related environment, with 5+ years as Project Manager role
- ✓ Excellent written and oral communication skills
- ✓ Experience building a team with shared vision to meet project requirements and deadlines
- ✓ Ability to effectively collect, analyze and integrate multiple forms of information
- ✓ Structured thinking and sound/logical judgments to influence change
- ✓ Excellent time management, problem-solving, negotiating, analytical and problem-solving skills
- ✓ Exceptional facilitation, presentation, leadership and knowledge mobilization skills
- ✓ Excellent interpersonal skills, team collaboration and conflict management skills
- ✓ Creative, self-directed, innovative, results and detail-oriented
- ✓ Ability to work independently and collaboratively with the team
- ✓ Prior experience with research methods and data analysis
- ✓ An additional language (would be an asset)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca



APPLY TODAY!