



SUMAS FIRST NATION

is a progressive organization looking to fill the position of:

Early Childhood Education Manager (Director)

Sumas First Nation is building a new Early Childhood Education Centre [the Centre] to open in September 2018. Our existing and successful preschool and Aboriginal HeadStart programs will move into the new centre, to which will be added full-day daycare and an infant/ toddler program.

We are seeking a qualified, effective and enthusiastic Manager for our new Centre. Working with our management team, the successful candidate will play a lead role in recruitment of additional staff needed for our expanded programs, and will ensure the new building, grounds, fixtures and equipment meet the licensing requirements of the *BC Community Care and Assisted Living Act*.

The success of our current preschool is grounded in our family-centered, inclusive, culturally rich programs, led by our passionate and highly skilled staff. As our new ECE Manager, you have a solid foundation to build upon, and we look forward to your fresh perspective, experienced guidance, and tremendous team-building approach as we move forward in this exciting new chapter!

POSITION SUMMARY:

The ECE Manager oversees the day to day operations of our Early Childhood Education programs. This includes ensuring compliance with licensing, supervision and scheduling of staff, policy development and implementation, orientation of new families, budgeting and financial oversight, and coordinating special occasion centre-wide events.

As a member of Sumas First Nation's Executive Management Team, you will work with department heads to coordinate services, and contribute to initiatives across the spectrum of the Nation's operations.

QUALIFICATIONS AND EXPERIENCE:

- Early Childhood Educator diploma or degree, with a current License to Practice in BC
- Minimum of two years supervising an ECE program /centre, in addition to at least 5 years teaching ECE
- Administrative experience, including policy development and budgeting is required
- Current First Aid & CPR, immunization and TB test up to date
- Successful completion of a Vulnerable Sector Criminal Records Check is required
- Demonstrated leadership and team-building skills essential
- Familiarity & willingness to learn about Indigenous culture, language, history and current issues is vital
- Excellent communication skills and computer literacy required

Salary Range: Commensurate with qualifications and experience

Type of Position: Permanent full-time, with competitive benefit package, subject to a 6 month probationary period.

Applications will be accepted until February 28, 2018 at 4:00 pm

Anticipated start date: April 1, 2018.

Please send application packages to the attention of Sumas Human Resources

Email: human.resources@sumasfirstnation.com

Please refer to our website for more information on this position: www.sumasfirstnation.com

We appreciate all applicants, however, only those candidates selected for interviews will be contacted.

Preference will be given to Aboriginal applicants. Please self-identify on your cover letter or resume