



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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Job Posting

Position: Information Program Coordinator
Program: EarlyON
Contract type: Temporary, fulltime.
Start Date: ASAP
End Date: December 24, 2021
Location: Mississauga, L4T 1Y2
Rate: \$23.32 per hour
Hours: 35 per week
Deadline to apply: October 11, 2021
How to apply: Please email your resume with a cover letter to HR@mnsinfo.org

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

EarlyON Centres provide free early learning programs for parents and caregivers with children birth to six (6) years of age.

Duties:

- Maintain and adhere to the centers' health and safety procedures in respects to the programs' facility, pieces of equipment and supplies ensuring that all hazards to children their families' staff and volunteers are identified and dealt with through procurement and inventory procedures.
- Administer all communication reception and administrative duties which include but not limited to handle confidential materials in a sensitive and appropriate manner. Ensuring that all forms and data are safe protected and maintained in a confidential manner respecting and adhering to all legislative and agency privacy policies.
- Collect and maintain a stringent record of participants.
- Accurately entering/updating information in the EarlyON customized tracking database, generate accurate statistical reports.
- Maintain and invoices and receipts for the EarlyON spending.
- Link families to community resources, programs and services in the greater Peel community to address their needs.
- Abide by and adhere to the day-to-day practices and procedures of the center in respects to recordkeeping and ensuring privacy and confidentiality is maintained and according to agencies policies and procedures; with respect to occupational health and safety requirements; child welfare reporting and accommodation and customer services best practices.
- Proven ability to attend to detail-oriented work, and to work independently while also functioning in a highly integrated team environment.
- Order, purchase program supplies, materials, keep track of all EarlyON inventory.

Qualifications:

- Post secondary education in a related field. Preference will be given to those with Early Childhood Educator Diploma.
- Registered Early Childhood Educator (RECE) is a must.
- Minimum three (3) year experience with working with families and children within a coordinator capacity.
- Good customer service skills and comfortable dealing with the public.
- Well-developed interpersonal and communications skills, both oral and written
- Demonstrated capacity to track several tasks simultaneously and to set priorities for completing quality work in a timely manner
- Proven ability to attend to detail-oriented work, and to work independently while also functioning in a highly integrated team environment.
- Strong proficiency utilizing technology tools including but not limited to with MS Office and Outlook applications, experience with Word, Excel, Twitter, Face Book and other social media tools.
- Comfort and ability to wear Personal Protective Equipment (mask and eye protection) for in person programming.
- **Must be able to work evenings and weekends in both an indoor and outdoor setting.**
- Must have a valid CPR/First Aid training Certification.
- Must provide record of immunization mandated for the Early Childhood Educators (ECEs)
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) obtained within the last 6 months.

"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.