



THE SEVEN OAKS SCHOOL DIVISION
invites applications for

Community Coordinator
James Nisbet Community School

This is a 10 month part time position (17.5 hours per week) to begin in September 2022.

The Community Coordinator will work alongside school personnel to provide preschool programming to support infants, young children, and their families in the community. This position also entails helping families make smooth transitions between home and school and to strengthen relationship within the community at large. The Community Coordinator will provide programming in diverse ways, including in-school parent-child programs, First Teacher home visitation programming, and community programming.

The successful applicant should have the following qualifications:

- Have an understanding and respect for Indigenous perspectives and cultural diversity.
- Have an ability to create and facilitate flexible parent-child pre-school programming.
- Have an ability to foster language, literacy, and numeracy learning through appropriate cultural and linguistic experiences.
- Have an ability to build relationships with families and community members and connect families to the school and community resources.
- Have experience in Early Childhood Education.
- Have an ability to work as part of the divisional team and school staff.
- CPR and First Aid training is also an asset.

Some evening and weekend work is required. A valid driver's license and vehicle are required.
Salary \$23.47/hour

TO APPLY:

Submit applications to applications@7oaks.org by Monday, May 30, 2022 at 12:00 noon using Community Coordinator, James Nisbet in the subject line.

Please attach a cover letter and resume which includes education background, related experience and local references.

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail.

Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records (Vulnerable Sector) Checks. Responsibility for acquiring these lies with the employee.

Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact Human Resources to arrange reasonable accommodations.