

## Co-ordinator Job Description

The **familiesforward** coordinator works together with community members, organizations, and government departments to promote nutrition, literacy, parenting and community capacity building with parents and children ages 0-6 in Fort Rouge/River Heights, Winnipeg.

### Administrative Responsibilities

- Responds to telephone, e-mail and other correspondence inquiries.
- Acts as liaison with community groups, organizations, and government departments.
- Acts as liaison between **familiesforward** and Healthy Child Manitoba/SWFIC (host agency)
- Ensures accurate recording and distribution of minutes of coalition meetings.
- Is the Coalition's representative for Healthy Child Manitoba Council of Coalitions; attends Council of Coalitions and Healthy Child Manitoba meetings and initiatives (i.e. National Child Day Forum)
- Maintains mailing lists and e-mail contacts.
- Accumulates, tracks and reports program statistics and data surrounding **familiesforward** programming.
- Orders and maintains office supplies.
- Orders and maintains supplies for Welcome Bags for programs.
- Is the contact for Bethel Mennonite Church rental agreement
- Arranges for venues to run programming

### Supervisory Responsibilities

- Assists with the hiring, orientation and professional development of program staff.
- Provides supervision and support to program staff.
- Hold staff meetings as needed.
- Arrange substitutes as required.
- Approve and set staffing hours to program needs and budget restraints
- Leads response to challenging situations, and communicates effectively with the executive team and staff.

### Program Responsibilities

- Oversee program development and planning, ensuring best practices are followed
- Develop new programs with community stakeholders as required.
- Purchase of equipment and toys.

### **Financial Responsibilities**

- Prepares and delivers cheque requisitions to the host agency (SWFIC), and ensures cheque distribution.
- Develops and maintains Programming Budget.
- Tracks budget spending and prepares year end spending plan
- In collaboration with the executive and host agency, prepares and submits to Healthy Child Manitoba: Annual Projected Budget; Planned Staffing Report; Semi-annual Cashflow and Expenditure Report; Semi Annual Program Progress Report; Final Cashflow and Expenditure Report; Final Staffing Report; Annual Status and Activity Report
- Tracks and submits hours to SWFIC for staff payroll

### **Grant Funding Responsibilities**

- Reviews and amends Funding Guidelines and Grant Applications as needed
- Posts Funding Guidelines and Grant Application on website
- Distributes Guidelines and Applications to e-mail list (Spring and Fall)
- Responds to telephone and other inquiries regarding the funding process
- Prepares Grant Applications received for review by Selection Committee
- Notifies applicants of funding award
- Monitors the status of grants and ensures payments have been made and reporting from agencies has been completed.
- Conducts site visits to funded organizations for site and program evaluation in accordance with Healthy Child Manitoba Best Practice Policy and reports back to the coalition

### **Public Relations Responsibilities**

- Conducts on-going public relations activities and networking opportunities.
- Attends community events to promote **familiesforward**.
- Encourages community members to be actively involved in **familiesforward**.
- Produces and distributes promotional material, i.e. cloth bags, pamphlets, etc.
- Assists with production, publication and distribution of electronic newsletter
- Maintains the **familiesforward** website ([www.families-forward.com](http://www.families-forward.com)), facebook page, and any other social media
- Collaborate with community partners in order to have **familiesforward** present at local annual family oriented special events.

### **Connecting with the Community**

- Represents the coalition on the Fort Rouge/River Heights Neighbourhood Resource Network (NRN)
- Is a member of the Healthy Together Now (HTN) Selection Committee
- Connects individuals and families to programs and resources
- Acts as a liaison between the area's schools, school division and the child care community.

### **Other**

- Office space and computer supplied
- Position is accountable to the **familiesforward** coalition through its executive committee
- South Winnipeg Family Information Centre (SWFIC) is the employing authority for this position on behalf of **familiesforward** coalition

### **Compensation**

- This is a contract position with pay at the rate of \$20/hour + mileage + vacation pay
- 20 hours/week (September – June) Flexible summer hours. (Unpaid time off: 3 weeks at Christmas. 1 week at spring break. 4 weeks over summer)

### **Desired qualifications**

- Supervisory experience required.
- Degree or diploma in Early Childhood Education, related post-secondary education, or equivalent experience.
- Experience developing and managing a program budget.
- Excellent organizational, communication and facilitation skills.
- Ability to work independently as well as part of a team.
- Knowledge of the coalition neighbourhood an asset.
- Experience developing, organizing and delivering early childhood programs as well as experience working with parents.
- Community development skills and experience an asset.
- Computer skills required. – spreadsheets, word processing, website maintenance, social media sites.
- Provide current child abuse check and criminal records check.
- Use of personal vehicle required.
- First Aid and CPR Certification preferred.
- Food Handling Certificate an asset.