

Success by 6 Regional Coordinator –
Contracted by United Way Fraser Valley
Request for Service

Success By 6
Helping all children succeed for life.



United Way Success By 6[®] Partners

Program:

The Success By 6[®] Council of Partners operating through **United Way of the Fraser Valley** seeks a Coordinator to support an initiative that focuses on producing positive changes in the lives of children 0-6 in the region.

Background:

The Success By 6[®] Regional Coordinator provides leadership for a community collaboration to effect positive change in the growth, development and learning of children aged 0-6, and in their families within the Fraser Valley.

Principal deliverables are administrative and relate to: supporting the development of the Success By 6[®] Council of Partners including coordinating research and planning, building partnerships with business, health, education, labour, government, cultural groups, as well as ECD service providers and others. The Coordinator role includes developing local fundraising sources, administering grant requests, and promoting public awareness of the importance of the early years. The contractor will be responsible for the project's smooth operation. Some travel within the region will be required. The position is engaged as an independent contractor and will be expected to fulfil reporting and administrative requirements as such.

Request for Services:

The anticipated start date is Summer 2017. This contract will be reviewed for renewal on an annual basis. It is ultimately accountable to United Way of the Fraser Valley's Community Impact Department.

Budget and Payment

The position is engaged as an independent contractor and will be expected to fulfil reporting and administrative requirements as such.

The contract will not exceed \$3000 per month on the expectation of up to 25 hours per week dedicated to the services entailed in the contract. Compensation will be made on a bi-weekly basis upon receipt of a detailed invoice.

Requested Qualifications and Skills:

- Self-starter, with strong organizational skills, and ability to handle several tasks concurrently
- Demonstrable experience in coordination and management of diverse projects
- Effective verbal and written communication skills, including public relations and public speaking skills
- Ability to develop good working relationships with staff, volunteers, local employers and businesses, and building coalitions, collaborations and partnerships
- Knowledgeable and efficient with computers, with independent access to internet and email
- Ability to work in conjunction with a team and promote and support the goals and objectives of the organization

- Knowledge of Early Childhood Development and Aboriginal communities
- Minimum 4 years' experience in leading and working in a non-profit environment preferred
- Previous fundraising experience preferred
- A valid BC Driver's License and access to a reliable vehicle is required

Deliverables and Responsibilities:

- Coordinate and conduct a review of current ECD research and facilitate an identification of priority areas
- Support the development of the Success By 6[®] Council of Partners, including helping to initiate objectives, general policy, and planning. Ensure arrangements for meetings, agendas, and minutes are provided. Implement decisions of the Council of Partners and be responsive to the Council Chairperson
- Build and sustain partnerships that maximize the ability of Success By 6[®] to achieve its mission. This responsibility includes supporting the Success By 6[®] working committees and collaborating with other local ECD initiatives
- Work cooperatively with the province-wide network of Success By 6[®] initiatives and the provincial network of Early Childhood initiatives, such as Make Children First
- Identify and pursue funding opportunities to enhance the Success By 6[®] initiative's goals and objectives and sustain the growth already achieved, both individually and in cooperation with other initiatives
- Develop Requests for Proposals and/or grant applications, administer grants, and evaluate the impact of approved projects, programs or services
- Liaise with the Success By 6[®] Provincial Team and ensure funding reports are submitted to the ECD Provincial Partnership as required
- Promote public awareness of Success By 6[®] and the importance of early childhood development
- When required, attend provincial Success by 6 conferences and trainings

Application Process:

Email a cover letter and resume with references and telephone numbers to:

michellen@uwlm.ca

Michelle Nalliah

United Way of the Lower Mainland,
4543 Canada Way,
Burnaby, BC V5G 4T4

Deadline: 5pm, Wednesday, June 7, 2017