



Internal/External Posting
Program Coordinator - *EarlyON Black Initiative*
Full Time Position – One year contract

Delta Family Resource Centre (Delta family) is committed to empowering and uplifting Black children and their families through a range of support programs and community initiatives. We work in collaboration with community partners to create a positive and inclusive environment where everyone can thrive. .

Position Overview: Delta Family has received one-year funding to pilot a series of Africentric programs which we have developed over the past two years – the Iroko Numeracy program, the Africentric Mindful Parenting Program and the Nguzo Saba handbook. We are seeking a passionate and dedicated Program Coordinator to join our team to work with the consultants to complete the Facilitators manual, design and print the final products. They will be responsible for the coordination of these pilots. This involves designing and facilitating workshops for partners, building a network of partners to pilot the initiatives and conducting outreach to Black children and their families. The ideal candidate will bring an Africentric lens to this position, providing guidance and leadership on issues related to Black identity, culture and issues. They will also have a strong background in community engagement, workshop design and facilitation, program coordination and fostering partnerships.

Key Responsibilities :

- ✧ Lead this initiative by providing an Africentric lens and ensuring that the program’s direction reflects this focus.
- ✧ Develop and maintain partnerships with community organizations such as EarlyOn providers, schools and other stakeholders to find families to participate in the sessions and to pilot the initiative in their EarlyON programs
- ✧ Conduct outreach to identify and engage Black children and families in need of support to participate in the pilot programs
- ✧ Work with consultants to finalize the content and design of Mindful Parenting handbooks, Facilitors Manual and other products
- ✧ Plan and organize events, workshops and secure partners who will work with us to offer the pilots in their communities
- ✧ Coordinate and facilitate programs and activities that support Black children Birth -6years and their families
- ✧ Oversee the delivery of 3 Early Literacy programs for Black children and their Parents/caregivers during the course of the year
- ✧ Monitor and evaluate program effectiveness and make recommendations for improvements.
- ✧ Prepare and maintain program documentation, reports and records.
- ✧ Collaborate with team members and community partners to ensure the successful delivery of the workshops in the pilot programs and services
- ✧ Advocate for the needs and interests of Black children and families within the community
- ✧ Incorporate an African centered approach into all activities

- ✧ Strengthen alliances with other community partners for the delivery of programs that respond to the needs of Black parents and children.
- ✧ Make referrals to other relevant community resources and services
- ✧ Plan, prepare and implement program activities that respect each family's needs and are responsive to the diverse cultural and language profile of the participants.
- ✧ Act as a resource for parents/caregivers and respond to their needs by providing information and referrals

QUALIFICATIONS:

- ✧ **Degree/diploma in community development, social work, education, child and youth work, early childhood education, or equivalent experience**
- ✧ Minimum two years experience in program coordination, delivery of programs for families (young children) in a community setting or related role.
- ✧ Minimum of two years' experience working with African/Black children and their families
- ✧ Demonstrated experience in the delivery of African-centred programs
- ✧ Excellent skills in workshop development and group facilitation
- ✧ Strong understanding of the challenges and needs faced by Black children and families
- ✧ Lived experience of the issues faced by Black communities
- ✧ Strong organizational and project management skills
- ✧ Excellent communication and interpersonal skills
- ✧ Proven ability to build and maintain positive relationships with community partners and stakeholders
- ✧ Ability to work independently and as part of a team
- ✧ Experience working in high priority or high – risk neighborhood
- ✧ Passion for social justice and community empowerment
- ✧ Strong command of the English language, verbal and written, Other languages an asset
- ✧ Clear criminal reference check and valid CPR/First Aid – can be obtained after accepting the position

Salary: \$54,065 - \$56,311 plus benefits

How To Apply : Interested candidates are invited to submit their resume and cover letter to

E-mail: hiring@dfrc.ca by the closing date February 28th 2025

Delta Family Resource Centre is an equal opportunity employer. We welcome those applicants from diverse backgrounds and encourage those with lived experiences related to our mission to apply

***As a unionized workplace, internal candidates will be processed before external applicants are considered
We thank all applicants; however only short listed candidates will be contacted.***