



Northwest Child Development Centre

Working together with families, collaborating with communities, strengthening the region

Child Care Resource & Referral (CCRR) Program Assistant

Terrace, British Columbia

Part Time / Permanent position (20 hours per week)

Compensation: \$25.43 – \$30.93 per hour

Start date: September 2, 2025

Open until filled.

Job Summary:

The CCRR Program Assistant will assist with family services including the Community Resource Lending Library, referral registry for accessible and quality childcare services; providing supportive information for families in choosing and monitoring their childcare services, as well as assisting families with the process of the Affordable Childcare Benefit. This position will also provide program support for drop-in programs, administration as well as assisting with outreach activities. This position will provide support in Terrace and area location, with potential outreach to our service area.

Qualifications:

- Completion of high school/GED equivalent.
- Combination of training/experience working with families in a variety of capacities.
- Basic administration experience.
- Clear criminal record check.
- Full driver's license and reliable vehicle.
- Relevant training in early years would be an asset.

EXPERIENCE:

- Self-motivated, well organized, and flexible.
- Computer skills (Excel, Canva, Microsoft Office 365).
- Knowledge and experience working with and in Indigenous communities.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work in a team environment.

NWCDC thanks all interested applicants, only those chosen for an interview will be contacted. *Do you require accommodation during the recruitment process? Please let us know. NWCDC is committed to diversity and inclusion throughout the recruitment and employment process.*

Please apply by email, with resume and cover letter to:

Kerri Bassett, Executive Director at hr@nwcdd.ca

Regional Office- Smithers: 1471 Columbia Drive, P.O. Box 995, Smithers, B.C., V0J 2N0 Phone: (250) 847-4122 Fax (778) 648-2032 Toll-Free 1-855-947-4122

Burns Lake Location: 270 9th Ave, PO Box 1146, Burns Lake, B.C., V0J 1E0 Phone: (250) 692-4201 Fax (778) 648-2032

Hazelton Location: 2520 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

Vanderhoof Location: 183 Columbia Street E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

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