



# Northwest Child Development Centre

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

**The Northwest Child Development Centre  
Requires a “CCRR Outreach Community Consultant” for the  
Terrace and Area Child Care Resource and Referral Program  
Location: Terrace and Area  
Salary Range \$30.94 - \$37.65**

This is a permanent full-time position 35 hours a week to start as soon as possible. Wage is negotiable depending upon qualifications and experience. Northern relocation funds are available for the successful candidate to relocate.

### **Job Summary:**

The “CCRR Outreach Community Consultant” will provide CCRR program services in the communities of Terrace, with travel required to the communities of Kitimat, Haisla, Stewart, New Aiyansh, Gitwinksilhkw, Laxgalts’ap and Gingolx. This includes child care referrals as well as assisting families with the Affordable Child Care Benefit. This position will provide program support with outreach activities for families, attend community information events and support visits to child care providers. This position will assist with the maintenance of the resource lending library.

### **Qualifications and Skills**

- Early Childhood Education Certificate or Diploma required.
- Valid Certificate with the B.C. Early Childhood Educator Registry.
- 2-5 years of experience working with families in a variety of capacities.
- Ability to work with young children in a drop-in program setting.
- Knowledge and experience working within Indigenous communities.
- Knowledge and experience working with multicultural communities
- Strong knowledge of the child care system and needs of families.
- Self-Motivated, well-organized, flexible.
- Able to work effectively in a team environment.
- Effective communication skills, strong interpersonal skills.
- Computer skills (Word, Excel, Canva, Zoom, Teams).
- Facilitation skills preferred.
- Valid driver’s license and reliable vehicle required.
- Criminal Record Check clearance – verification.

**Please note only qualified applicants will be contacted.**

Join our team!

Apply by resume to:  
Attention: Executive Director  
Northwest Child Development Centre  
E-mail: [hr@nwcdc.ca](mailto:hr@nwcdc.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 9<sup>th</sup> 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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