Northwest
Child Development Centre

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

Early Years Family Resource Navigator

Full time / Permanent position (35 hours per week)
Compensation: $30.94 - $36.38 per hour
Start date: January 5, 2027
Location: Smithers, BC

Job Summary:
The Early Years Family Resource Navigator is a member of the family-centered multidisciplinary team to provide prevention focused family support, practical information and assistance to all children and families choosing to attend the barrier free, universally accessed drop-in programs and services within the communities of the Bulkley Valley, Witset and the Hazelton's. The Early Years Family Resource Navigator will also ensure the promotion of the importance of early childhood development through the delivery of direct services in the communities. The Early Years Family Resource Navigator will also facilitate community based Early Years Play Groups. This position will also be responsible for program planning, report writing and statistical data collection. Regular outreach travel to the communities within our service area will be required.

Qualifications & Requirements:

- Undergraduate degree (preferred) or diploma in related fields of Early Childhood Education, Child & Youth Care, and/or Education.
- First Aid & CPR – child level required (or willingness to obtain after hire).
- Valid drivers license and reliable vehicle.
- Criminal Record Check clearance.

Experience:

- Required three years of experience working in the field of early childhood development.
- Minimum three years of experience working within child and / or family services.
- Minimum three years of experience working with families in a family centered approach,
- Effective communication and interpersonal skills with a strong ability to self-reflect regarding practice.
- Knowledge and experience working within Indigenous Communities.
- Knowledge and experience working within Multicultural Communities, inclusive of diverse backgrounds and newcomers to Canada.
- Self-motivated, well-organized, flexible, creative and ability to work effectively 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@nwcdc.ca
Closing Date: November 30th, 2026