

Early Years Resource Centre Program Coordinator #2025-061

Location: Based in Fort St James, BC

Hours of Work: Full-time, 35 hours per week Monday to Friday 8:30am to 4pm (some evening & weekend work as required)

Posting Date: October 23, 2025

Closing Date: Until Filled

Start Date: November 24, 2025

Salary: \$29.17 – \$33.49/hr as per CSSEA & CSSBA Collective Agreement (Grid Level 12)

Job Summary

Connexus is looking for an Early Years Resource Centre Program Coordinator to join our Early Years and Support Services Program. This position will work within the Early Years Resource Centre. This position has the primary focus of creating and developing a warm, welcoming drop-in centre, while reaching out and supporting families with children aged 0-6. The Early Years Resource Centre Program Coordinator will work with families to identify and connect to appropriate services throughout the community. The role of the Early Years Resource Centre Program Coordinator also includes facilitating psycho-educational parenting programs for parents/caregivers and providing children with non-childcare early learning opportunities.

Qualifications & Experience:

- 2 Year Diploma in human/social services or related field
- One-year recent related experience, or the equivalent combination of education and experience in a similar environment is required for this position.
- Knowledge of childhood development
- Ability to facilitate programs/workshops.
- Ability to work effectively with other program staff and community partners.
- Ability to work independently and be a team player.
- Intermediate Computer Skills (moderate understanding of operating systems, word processing, graphics, spreadsheets, case management and databases), include use of social media.

Required:

- Valid class 5 driver's license & satisfactory drivers abstract
- Criminal Record Check clearance
- This position requires union membership

Our Commitment to You:

We make significant investments in our people, which is why we take great care to hire those who we believe will thrive at Connexus. As a Connexus Team member, you can expect to be treated with dignity and respect, to be challenged with your work, and to have the autonomy necessary to excel.

- Pay: \$4,424 to \$5,079 CAD Monthly (full-time position, 35hr/wk.)
- Benefits for full-time: Extended Health, Dental, Pension Plan, Paid Sick Days, LTD, Vacation 3 weeks + more
- Interesting and relevant training and development opportunities
- Connexus is an equal opportunity employer committed to hiring a diverse workforce.

How to Apply:

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

Attention: Alana Brown,

email: careers@connexus.ca

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