

Temporary Early Years Resource Centre Program Coordinator #2026-037 (Leave Coverage)

Location: Based in Fort St James, BC

Leave Coverage Term: Sept 14, 2026, to Sept 13, 2027

Hours of Work: Temporary Full-time, 35 hours per week Monday to Friday 8:30am to 4pm until March 31, 2027. Effective April 1, 2027, to Sept 13, 2027: 22 hours per week Monday to Thursday, 5.5 hours per day (some evening & weekend work as required)

Posting Date: Sept 9, 2026,

Closing Date: Until Filled

Start Date: ASAP

Salary: \$30.95 – \$35.52/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.

- Benefits: 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: **email:** careers@connexus.ca

Vanderhoof Office

PO Box 1249, 157 W. Victoria St. Vanderhoof,
BC V0J 3A0
Phone: 250-567-9205
Fax: 250-567-3939

Fort St. James Office

PO Box 1146, 349 Stuart Dr.
Fort St. James, BC V0J 1P0
Phone: 250-996-7645
Fax: 250-5996-7647

Fraser Lake

298 McMillan Avenue
Fraser Lake, BC V0J 1S0
Phone: 250-567-9205
Fax: 250-567-3939