#2026-042 (Leave Coverage)
Temporary Early Years Resource Centre Program Coordinator &
Community Action Program for Children Worker

Location: Based in Vanderhoof, BC and serving Fraser Lake & Fort St James, BC
Leave Coverage Term: ASAP, to March 31, 2027
Hours of Work: Temporary Full-time, 37.5 hours per week, Monday to Friday 8:30am to 4:30pm (18.75hr/wk EYRC and 18.75hr/wk CAPC hours.
Posting Date: November 4, 2026, **Closing Date:** Until Filled
Start Date: ASAP
Salary: Effective November 21, 2026
CAPC Position: $30.22 – $33.54/hr as per CSSEA & CSSBA Collective Agreement (Grid Level 11)
EYRC Position: $32.02– $35.52/hr as per CSSEA & CSSBA Collective Agreement (Grid Level 12)

Job Summary

Early Years Resource Centre Program Coordinator (EYRC): 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.

Community Action Program for Children Worker (CAPC) will provide support, education, and programming to families with children from prenatal to six years of age. The CAPC Worker will respond to inquiries from parents, professionals and the general public regarding early years' development and related issues. The CAPC Worker will deliver prevention-based groups that will serve to enhance family functioning and optimal health. Partnering with other community services and agencies to deliver and support quality early childhood programs. Service delivery will occur both on site and through outreach.

Qualifications & Experience:

- 2 Year Diploma in human/social services, Early Childhood 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

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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.

- 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