Archway
Community Services

Formerly Abbotsford Community Services

JOB POSTING
November 4, 2026

JOB POSTING #2026-60-01
INTERNAL/EXTERNAL
Child Care Resource and Referral
Child Care Consultant
Wage: $31.17 per hour
Part-Time: 25 hours per week, Tuesday to Saturday with occasional evenings
Permanent
Starting January 5, 2027

Child Care Consultant
Join the team at Archway
Come Help Us Help People

Location: Abbotsford

On Site

Job Summary:

The Child Care Consultant – CCRR, will support child care providers, families and the community in enhancing the availability and accessibility of inclusive child care options. The Consultant provides support to child care providers through referrals, workshops, training, networking, consultation, facility visits, and access to the resource library. The Consultant provides support to parents and guardians through child care referrals, information on selecting a quality child care environment that will best suit their needs, assistance with the Affordable Child Care Benefit.

Your Role:

Archway's Child Care Consultant with the Child Care Resource and Referral contributes by:

- Provide information and referrals to parents seeking child care services via interview and follow-up contact.
- Provide ongoing support to both license and registered license-not-required child care providers.
- Participate in planning and implementation of workshops for child care providers.
- Participate in community events, networking, and educational opportunities.
- Knowledgeable with provincial child care regulations.
- Maintains files, statistics, and client tracking.

This position is a great fit for someone who enjoys working with children and families, has strong communication and relationship-building skills, and is comfortable providing guidance, education, and support to a diverse range of child care providers and community members.

Our Offer

- Wage: $31.17 per hour
- A part-time position at 25 hours per week, availability Tuesday to Friday, from 12:00 PM to 4:30 PM, Saturday 8:30 AM – 3:30 PM, with the occasional evenings

- Permanent
- Benefits include:
    - Three weeks' pro-rated vacation.
    - Three pro-rated wellness days per year.
    - Pro-rated sick leave days per year.
    - Opportunity to exchange a statutory holiday for a cultural day celebration.
    - A great benefits plan including extended health and dental; you choose your plan.
    - Employee and Family Assistance Program.
    - Access to online wellness resources including newsletters, physical health videos and wellness events.
    - Free use of Archway's wellness equipment.
    - Great in-house training opportunities.
    - Business insurance and associated mileage costs for program-related driving is covered by Archway.
    - Rewarding work in a positive and supportive environment.
    - Work/Life balance.

Getting an Interview – you will be considered if you have:

Education and Certification:

- Satisfactory Criminal Records Check.
- ECE certificate preference to Infant Toddler and Special Needs Certification
- A valid class 5 drivers' license
- Current First Aid
- Satisfactory Criminal Records Check

Experience:

- Minimum 5 years working in the Early Childhood Field
- At least 1 year experience working in a team setting

The Job Requires you to have:

Knowledge and Skill Set

- Knowledge and understanding of multiple child care options.
- Well-developed computer skills, able to use Microsoft O365
- Well-developed knowledge of the state and complexity of child care in Abbotsford and British Columbia.
- Knowledge of community resources and organizations available for families within the Abbotsford area.
- Well-developed written, verbal, and active listening skills; able to communicate effectively and respectfully with a variety of people.
- Strong organizational and time management skills.

WORKING CONDITIONS

- Valid class 5 driver's license
- Available to work occasional evenings.

- A satisfactory Criminal Records Check is a condition of employment.

Closing date is November 18, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-60-01**

Please submit your cover letter and resume to: Child Care Consultant at Archway Community Services

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.