



**Manitoba Child Care Association
Position Description**

(Rev 11/22)

PROGRAM SERVICES ADMINISTRATOR

The Program Services Administrator performs assignments delegated from the Executive Director and the Assistant Executive Director which are primarily related to the planning and implementation of MCCA's programs and services:

A. COMMUNICATIONS:

- Assist in the development, design, layout, and distribution of all MCCA's core publications and print materials such as brochures, PowerPoint presentations, Facebook and Instagram posts
- Contribute and edit Child Care Bridges
- Assist with public education activities and events through advertising, editorials, interviews, or displays
- Ensure a timely written or verbal response to members who seek direction, information, assistance, or support
- Provide information about MCCA, and its programs and services upon request
- Make presentations or provides information about MCCA to members, potential members or child care students
- Prepare correspondence as identified or assigned, including posting information to MCCA's website
- Is familiar with posting on social media (Facebook and Instagram); have a knowledge of hashtag trends, reels, stories and is brings creativity to member engagement online
- Keep current on trends and issues concerning early learning and care and bring forward recommendations and ideas based on trends
- Oversee the family child care activity calendar
- Prepares the a quarterly newsletter for Family Child Care Providers who are MCCA members

B. PROFESSIONAL DEVELOPMENT AND TRAINING:

- Identify and implement all professional development opportunities with MCCA committees, branches, and community partners. This includes workshops, seminars, retreats, institutes, personalized professional development and virtual AGMs.
- Plan and execute MCCA's workshop series (identify topics, presenters, contracts, zoom technology, evaluations, etc.)
- Assist with all aspects of MCCA's annual provincial conference (planning, execution, and evaluation)
- Recruit exhibitors for tradeshow for annual provincial conference and directors conference and oversee the tradeshow at the annual provincial conference
- plan opportunities for members to network, either formally through special interest group meetings, or informally at social events such as breakfasts, lunches, etc.

C. MEMBERSHIP AND COMMITTEES:

- Assist with the organization and delivery of membership activities such as membership meetings, social events, Week of the ECE activities, campaigns, volunteer recognition and awards, sporting events, etc.
- Oversees volunteer recognition activities (compile volunteer list, gifts, certificates and mailing).
- Provide staff support to the meetings and projects of MCCA committees (as assigned) and ensure committee chairpersons follow procedures for operations and reporting
- Communicates information relevant to operations or activities to and from MCCA committees
- Represent MCCA on Family Child Care Committee, School Age Committee and other as assigned by Assistant Executive Director

OTHER:

- Attend and report at staff meetings, participate in planning to ensure integration of activities, projects, and timelines, consult and communicate with co-workers

- Implement and abide by organizational policies and procedures
- Maintain personal files and records related to this position, in a current, timely, and professional manner
- Other duties as assigned

QUALIFICATIONS:

Language Requirement: Written and oral fluency in English. Bilingual skills are an asset.

Educational Requirements: A diploma, degree, or equivalent, eligible for classification at the ECE II OR III level, and at least 5 years experience as a frontline caregiver or manager; or relevant combination of skills and experience

The successful application will:

- be very familiar with MCCA's programs and services
- have solid knowledge of licensed child care in Manitoba
- have outstanding verbal and written communication skills
- be a self-motivated individual who strives for excellence in all aspects of job performance
- be innovative and creative
- have a positive and cheerful disposition
- be able to work as a team member
- work accurately, independently, and meet timelines without reminder
- be highly organized, flexible, innovative, and able to function in a fast-paced work environment
- be able to work some evenings and Saturdays
- have occasional use of a reliable vehicle
- be proficient in and accurate using Microsoft Office, Excel, internet, email