



Canadian
Children's
Literacy
Foundation

Fondation pour
l'alphabétisation
des enfants
canadiens

PROGRAM SUPPORT COORDINATOR – 12-month contract

Location: Offices are in downtown Toronto. The successful candidate must be available to work in-office at least twice per week. Occasional domestic travel is also required.

Posting date: Nov 13, 2024

Closing date: Nov 28, 2024 (Applications will be reviewed as they are received, and interviews will take place on a rolling basis until the role is filled)

Salary range: Annual salary of \$45,000–\$55,000, commensurate with experience

The [Canadian Children's Literacy Foundation / Fondation pour l'alphabétisation des enfants canadiens](#) ("CCLF") is a charity that was founded in May 2017 with the mission of ensuring that all children in Canada are equipped with the literacy skills they need to achieve their full potential.

Working alongside members of the Programs team and reporting to a Program Manager and/or the Director, *Early Words*, the **Program Support Coordinator** will support the continued growth and sustainability of the [Early Words/Premiers mots](#) program.

We are looking for candidates with strong organizational skills to support the coordination and smooth delivery of the program. The ideal candidate will have experience managing administrative tasks, maintaining program records, and ensuring effective communication with team members and key partners. This individual will play a crucial role in keeping the program on track, supporting team members in their delivery efforts, and ensuring that program activities are well-organized and efficiently executed.

CCLF strives to foster a workplace that reflects the diversity of the communities it serves and welcomes applications from candidates who demonstrate the required skills and abilities. CCLF is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise us if you require any accommodations to ensure a fair and equitable selection process.

Key Roles and Responsibilities:

- **Administrative and Logistical Support:** Provide comprehensive administrative support to the team, including scheduling meetings, coordinating events, managing logistics, preparing agendas, and taking minutes. Manage the program's shared inbox, ensuring timely responses and appropriate distribution of emails to relevant team members. Assist in organizing travel arrangements for staff and booking venues for community and partner meetings.
- **Program Implementation Support:** Coordinate program delivery at new and existing *Early Words* sites, ensuring timely onboarding, training, and ongoing communication with healthcare providers.
- **Partnership and Relationship Management:** Build and maintain strong relationships with community partners, healthcare providers, and literacy organizations to support the program's reach and fidelity.



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- **Program Evaluation and Reporting:** Assist in tracking program implementation against key milestones and timelines. Support data collection and monitoring and contribute to reporting for internal use and for funders.
- **Resource Coordination and Distribution:** Assist in the procurement, ordering, distribution, and tracking of early literacy materials. Maintain accurate records of book inventory and program resources.
- **Document and Proposal Preparation:** Contribute to the designing of clear and accessible reports, proposals, and presentations for internal and external audiences.
- **Fundraising Support:** Provide support with donor stewardship and database management, including drafting thank-you letters, managing donor contacts, and maintaining accurate tracking systems for donations, grants, campaigns and other fundraising activities to enhance donor relations and operational efficiency.

Qualifications:

- Post-secondary education or lived experience in early childhood education, literacy, public health, administration, or a related field.
- 1–2 years of relevant experience in program coordination, community engagement, or administrative support.
- Superior organizational skills, with the ability to manage multiple tasks and timelines.
- Strong administrative skills, including experience with scheduling, managing documents, and providing logistical support.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) with a willingness to learn additional software (Salesforce experience an asset).
- Proficient in using design software such as Adobe Creative Suite and Canva for creating visually engaging materials.
- Strong oral and written communication skills, including facilitation and presentation abilities, with experience supporting meetings, trainings, consultation calls, or community events.
- Ability to work independently and as part of a collaborative team.
- Experience developing relationships with partners from diverse backgrounds, with a focus on community-driven engagement.

Assets:

- French language skills
- Experience working in Indigenous and other equity-deserving communities
- Knowledge of early childhood education or literacy programs
- Familiarity with Canadian healthcare systems and research environments
- Lived or professional experience in First Nations, Inuit, or Métis communities
- Experience working in a Canadian charitable non-profit



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Compensation & Work Environment

This is a full-time position with a salary between \$45,000 and \$55,000 (commensurate with experience) plus health and dental benefits.

CCLF's offices are currently located in downtown Toronto. The successful candidate must be available to work in-office at least twice per week. This role offers a successful incumbent significant opportunity for growth in alignment with organizational growth.

Applications will be reviewed as they are received, and interviews will take place on a rolling basis.

Please submit your resume along with a cover letter that includes up to six bullet points indicating how you see your background aligning with this role. Applications must be in one file and be submitted only to recruitment@childrensliteracy.ca, cc'ing njshukla@childrensliteracy.ca.