



Canadian
Children's
Literacy
Foundation

Fondation pour
l'alphabétisation
des enfants
canadiens

PROGRAM SUPPORT SPECIALIST

[FOCUS AREA: SUPPORTING INDIGENOUS COMMUNITIES]

Location: The Canadian Children's Literacy Foundation's offices are in Toronto; however, applicants located anywhere in Canada will be considered. This role will require travel within Canada 2-3 times per year.

Posting date: May 12, 2023

Closing date: June 30, 2023. 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 \$50,000 - \$65,000, commensurate with experience.

The [Canadian Children's Literacy Foundation](#) / La [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 Director, Early Words, the **Program Support Specialist** will support the growth of the [Early Words/Premiers mots](#) program and cultivate effective and appropriate ways to work with First Nations, Inuit, and Métis communities across Canada.

This individual will also play a pivotal role in developing a shared understanding of the firsthand experiences, practices, and knowledge of how Indigenous families support their children's literacy skills development, as well as the barriers that they face in doing so.

We are looking for candidates with the ability to develop trusting relationships with key partners, which include Indigenous community leaders and organizations. The ideal candidate will have experience facilitating and/or delivering community programming in Indigenous communities.

CCLF strives to foster a workplace that reflects the diversity of the communities it serves, and welcomes applications from all 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 if you require any accommodations to ensure a fair and equitable selection process.

Key Roles and Responsibilities:

- On-board and train healthcare providers at *Early Words/Premiers mots* program sites who primarily serve Indigenous communities
- Maintain ongoing communications and program implementation support for current and new program sites who primarily serve Indigenous communities
- Engage with community members and Elders in a culturally effective manner to obtain feedback on program resources



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- Contribute to writing internal and external-facing documents in a clear and accessible format
- Assist in the preparation of proposals and presentations
- Provide general administrative support to the team, such as organizing meeting logistics, scheduling interviews and events logistics
- Support the research and selection process of *Early Words/Premiers mots* program sites
- Maintain existing relationships and develop new relationships with partners and partners from a variety of sectors, including healthcare, early childhood education, book publishers, and literacy organizations to support outreach, program growth/development, and program fidelity
- Support and leading aspects of program implementation and tracking progress against milestones and budgets
- Support with reporting to funders as needed

Professional Experience and Qualifications:

- Applicable lived experience and/or post-secondary education in early childhood education, healthcare, children's literacy, education or another relevant subject area
- Lived or professional experience within First Nations, Inuit, and Métis communities
- A minimum of 3-5 years relevant work or community experience
- Self-starter that may work independently to ensure milestones are met while also being able to work collaboratively within a team
- Experience and/or knowledge of promoting health research and/or carrying out research in keeping with Indigenous values, traditions, cultural protocols, and right to self-determination
- Excellent organization skills, with good attention to detail
- Able to build and maintain relationships remotely using phone and virtual communications
- Proficient in Microsoft Office (Word, Outlook, Excel, PowerPoint and SharePoint), with a willingness to learn Salesforce and other IT programs
- Experience working on collaborative projects with partners of varying backgrounds and disciplines
- Strong facilitation skills. Comfortable with running large group interactive discussions virtually and in-person, as well as a proven ability to create culturally safe and comfortable spaces for difficult conversations with diverse audiences
- Excellent oral and written communication skills in English

Assets:

- Experience working in communities and/or a history of community engagement
- Experience and/or knowledge of promoting health research and/or carrying out research in keeping with Indigenous values, traditions, cultural protocols, and right to self-determination
- Experience developing or implementing program evaluation frameworks
- Knowledge and/or interest in early childhood education/early literacy
- Knowledge of the history and current realities of Canadian healthcare systems
- Knowledge of Indigenous languages



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- French language skills

Compensation & Work Environment

This is a full-time position with a salary between \$50,000 to \$65,000 commensurate with experience plus health and dental benefits.

CCLF's offices are currently located in downtown Toronto, however applicants located anywhere in Canada will be considered. This role will require travel within Canada 2-3 times per year. This role offers a successful incumbent significant opportunity for growth in alignment with organizational growth.

Applications will be reviewed as they are received, and a start date will be negotiated based on the individual's availability.

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.