



Canadian  
Children's  
Literacy  
Foundation

Fondation pour  
l'alphabétisation  
des enfants  
canadiens

## PROGRAM SUPPORT SPECIALIST

Location: Applicants can work from anywhere in Canada. Offices are in Toronto, with occasional travel required.

Salary Range: \$45,000 - \$60,000, plus benefits /Annually

Candidates interested in part-time work or job sharing, will also be considered.

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 Senior Program Manager and/or VP, Programs, the **Program Support Specialist** will support the growth of the [Early Words/Premiers mots](#) program, and mediums best suited to reach families across Canada, including in First Nations, Inuit, and Métis communities.

This individual will also play a pivotal role in developing a shared understanding of the firsthand experiences, practices, and knowledge of how 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 stakeholders, which include community leaders and organizations. The ideal candidate will have experience facilitating and/or delivering community programming.

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 if you require any accommodations to ensure a fair and equitable selection process.

### Key Roles and Responsibilities:

- Conducts information gathering through stakeholder interviews, roundtables, or other consultations
- Contributes to writing internal and externally facing documents in a clear and accessible format
- Assists in the preparation of proposals and presentations
- Provides general administrative support to the team, such as organizing meeting logistics, scheduling interviews and events logistics
- Supporting the research and site selection process of 2022-23 *Early Words/Premiers mots* program sites
- On-boarding and training healthcare providers at new *Early Words/Premiers mots* program sites
- Maintaining ongoing communications and program implementation support for current and new program sites



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- Developing community relationships with partners and stakeholders from a variety of sectors, including healthcare, early childhood education and literacy organizations to support outreach, program growth/development, and program fidelity
- Supporting and leading aspects of program implementation and tracking progress against milestones and budgets
- Supporting reporting to funders, as needed

### **Professional Experience and Qualifications:**

- Lived experience and/or post-secondary education.
- 3-5 years relevant work or community experience
- Self-starter that may work independently to ensure milestones are met while also able to work collaboratively within a team
- Excellent organization skills, with good attention to detail
- Able to build and maintain relationships remotely using phone and virtual communications
- Experience and/or technological proficiency
- Experience working on collaborative projects with stakeholders of varying backgrounds and disciplines
- Strong facilitation skills, comfortable with running large group interactive discussions virtually and in-person and proven ability to create culturally safe and comfortable space for difficult conversations with diverse audiences
- Excellent written communication skills

### **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
- Lived or professional experience within First Nations, Inuit, and Métis communities
- Knowledge of the history and current realities of Canadian healthcare systems
- French language skills (with opportunity for assessment and training)

### **Compensation & Work Environment**

This is a full-time position with a salary between \$45,000 and \$60,000 commensurate with experience plus health and dental benefits. CCLF is also open to considering job sharing and/or part time work for the role as well.



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While CCLF's offices are currently located in downtown Toronto, the successful candidate may elect to work from the CCLF offices (upon reopening) or remotely, from anywhere in Canada. 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 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](mailto:recruitment@childrensliteracy.ca), cc'ing [cgsouza@childrensliteracy.ca](mailto:cdsouza@childrensliteracy.ca).