



## INTERNAL / EXTERNAL JOB POSTING

### Program Coordinator, EarlyON

**(Part-time Permanent: 20 hours/week)**

**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Centre requires a permanent Part-time **Program Coordinator, EarlyON** to work with parents, unique satellites, service providers and the community to deliver universal and specialized programs and services for families with children 0 – 6 years in the riding of Toronto-Danforth.

**Term:** Part-time (20 hours/week)

**Program:** EarlyON

**Reports to:** Child and Family Program Supervisor

**Qualification:**

- A degree or diploma in Early Childhood Education
- Must be registered with the College of Early Childhood Educators in good standing
- Minimum 3 years of relevant experience working with families with young children (0-6 years).
- Demonstrated ability in planning and delivering high quality, welcoming and inclusive programs for a diverse community.
- Knowledge in child development, supporting families and the parent-child relationship.
- Knowledge of services for children and families and experience in referral.
- Excellent interpersonal, and communication skills. Ability to work effectively with colleagues and clients.
- Bilingualism (French and English) is an asset
- Well developed presentation and group skills.
- Proficient in Microsoft Office.
- Well developed organization and time management skills.
- Ability to multi-task and flexibility in accepting work assignments.
- Current CPR and Standard First Aid Certification

**Working Condition:** Combination of sitting, standing, walking, bending, kneeling  
Lifting up to 40 lbs

**Closing Date:** **Until filled.**

**Date of posting: May 11, 2022**



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The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume to:**

**Human Resources  
Massey Centre  
1102 Broadview Avenue  
Toronto, ON M4K 2S5  
Fax: 416-425-4056**

**OR**

**Email: [hr@massey.ca](mailto:hr@massey.ca) (please quote "Part-time Program Coordinator, EarlyON" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*

**Date of posting: May 11, 2022**