

Job Title: Child Care Needs Assessment Survey Contract Facilitator
Category: Child and Family Development

Contract Payment: \$2,430 (inclusive)

Term of Contract: June 18, 2018 – Aug. 10, 2018 (8 weeks)

The Kelowna Child Care Society (KCCS) is a non-profit society that has been providing services in the Central Okanagan since 1977. KCCS works to support safe, secure and healthy environments for children; to encourage quality and excellence in child care; to provide information, services and programs that enhance the capacity of parents/guardians and child care providers; build community partnerships to strengthen service-delivery and reduce duplication of services. KCCS is the host of the Central Okanagan Child Care Action Team (COCCAT), which purpose is connecting the child care community to bring awareness and take strategic actions for child care in the Central Okanagan

The Position: We are looking for a Child Care Needs Assessment Survey Contract Facilitator with a strong knowledge of survey development and facilitation to survey the child care sector in the Central Okanagan and work in coordination with the KCCS and COCCAT to examine the state of child care in the Central Okanagan.

The qualified applicant must have the following skills:

- strong data collection skills
- grant proposal experience
- statistical experience
- strong research and analytical skills
- excellent communication and interpersonal skills
- advanced computer skills (MS Office Suite)
- strong organizational skills and attention to detail
- connection and passion for child care

If you are interest in this position, please send resume and covering letter *outlining your knowledge of the child care sector in the Central Okanagan and a plan to survey and gather data to support the needs assessment survey* to melissah@kelownachildcare.com.

Applications close at 4pm on **Friday, May 25, 2018**. We thank-you for your interest in this position, but please note that only candidates selected for an interview will be contacted.