



ABC Regional Coordinator

We love babies! And we enjoy supporting prenatal and parenting mothers. If you do too and you like summers off, then this position is something you should apply for. For 36 years, Rose of Sharon Services for Young Mothers is a registered charity that provides free programs and educational services in York Region annually to 300 vulnerable prenatal and parenting youth families while they build greater stability in the lives of their children. Our programs empower young families to embrace their strengths, build parenting skills, increase child development knowledge and develop their personal capacity to overcome barriers. Offered online and on-site in a welcoming, safe and inclusive space - youth parents set goals and work toward building the future they envision for themselves and their children.

JOB OPPORTUNITY

Contract: 25 hours per week x 45 weeks per year, some evenings and weekends

SALARY

\$25.00/hour + 4% vacation

Rose of Sharon is currently seeking an ABC Regional Coordinator who reports to the Executive Director. This role is responsible for planning, coordinating and implementing 4 Canada Prenatal Nutrition Program (CPNP) programs in York Region.

DUTIES AND RESPONSIBILITIES

Program Delivery

- Coordinating the overall planning and strategic direction of the ABC (All Babies Count Prenatal Nutrition Program)
- Develop an engaging prenatal nutrition program that is in line with participant needs and includes participants in the planning and delivery of the program
- Maintain ABC program guidelines and ensure ABC programs meet the requirements of prenatal women
- Meet with Site Coordinators on a regular basis to monitor program progress and ensure statistics are being tracked accurately
- Support program evaluation and development of tools to measure program outcomes
- Promote ABC All Babies Count programs within York Region and generate community awareness and support
- Create partnerships with various community agencies to deliver workshops and find space to hold the programs
- Liaise between PHAC, Advisory Committee and in-kind partners
- Coordinate the distribution of materials received from Public Health Agency of Canada, York Region Community and Health Services and in-kind partners to CPNP programs and distribute to site coordinators

Reporting to Public Health Agency of Canada

In Collaboration with the site coordinators:

- Oversee data collection at each ABC site and compile, write, and submit the Annual Narrative Report and other reports as needed
- Review and improve processes for data collection and program evaluation to ensure needs of stakeholders are being met

Meetings/Representation

- Coordinate and organize Advisory Committee meetings including setting agenda, distribution of minutes and materials, communication, and forward planning of meeting dates
- Attend Central Zone meeting and GTA evaluation group
- Represent CPNP at various community meetings and planning tables both internally and externally
- Coordinate site coordinators and ABC staff meetings
- Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree / Diploma in a health/community development or related field
- Minimum of 3 years related experience working with diverse communities
- Ability to communicate effectively (written and verbal) at all levels applying facilitation and negotiation skills

- Successful candidate should have an understanding of the determinants of health and be able to apply them to the CPNP programs
- Proficient with Microsoft Office
- Strong leadership skills with experience in project management and report writing
- Ability to develop and implement marketing campaigns by applying strong interpersonal skills
- Excellent, oral, listening and presentation skills, strong writing skills
- Assertive, self-motivated, enthusiastic, and creative
- Demonstrated ability to work independently as well as part of a team
- Proven ability to work effectively with a multidisciplinary team
- Ability to work a flexible schedule
- A valid driver's license and car to travel throughout York Region is essential
- Vulnerable sector screening, current CPR and first aid training and recent TB test
- A satisfactory Vulnerable Sector Criminal Records check, valid driver's license, access to a reliable vehicle and relevant insurance and willingness to travel
- Active CPR and First Aid Certification
- Recent 2-step TB test

PERSONAL SUITABILITY

- Flexible and cooperative approach to working with others
- Non-judgmental, positive, and caring attitude with sensitivity to the impact of the social, economic, environmental, and cultural issues of our participants
- Respectful of Rose of Sharon's mission, vision, and values

WORKING CONDITIONS

- During the COVID-19 pandemic, the job requires the incumbent with work on-site and follow all health and safety protocols
- Some availability in evenings and on weekends
- Some travel within York Region will be required to satellite offices, meetings, conferences, and seminars

PHYSICAL REQUIREMENT

- The incumbent will spend long hours standing, lifting, caring for children ages 0-6
- The incumbent may also have to do some light lifting of supplies and materials from time to time

Please forward resumes and cover letters to: Deanne Kukulewich, Executive Director | email: dkukulewich@roseofsharon.com

We thank all applicants for their interest. We will contact only those selected for an interview. For more information about Rose of Sharon, please visit our website at www.roseofsharon.com.

Applicants are encouraged to provide a valid email address for communication purposes. **No telephone or in-person inquiries please.** Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

Only those applicants who are selected for an interview will be contacted. Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: dkukulewich@roseofsharon.com and identify the job title in the subject line.