



PLEASE POST IMMEDIATELY

All Babies Count (ABC) Prenatal Nutrition Regional Coordinator

Rose of Sharon Services for Young Mothers (RoS) is a charitable organization providing free educational and supportive services to prenatal and parenting young women across York Region. Since 1985, we have helped young mothers work towards their goals in a supportive, inclusive, learning-centered environment. 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. We love babies and we are committed to supporting prenatal and parenting mothers as they raise healthy children. If you enjoy spending time with little ones and their families, then this position may be for you!

JOB OPPORTUNITY:

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

SALARY:

\$27 per hour + 4% vacation

DUTIES AND RESPONSIBILITIES:

Reporting to the Executive Director, the ABC Regional Coordinator is responsible for planning, coordinating, and implementing 4 x All Babies Count (ABC) Prenatal Nutrition Programs in York Region which are an integral part of the Canada Prenatal Nutrition Program (CPNP). The primary duties required for this position include, but are not limited to:

Program Delivery

- Coordinate the overall planning and strategic direction of the All Babies Count (ABC) 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 ABC 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 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.
- Collaborate with the Program Advisory Committee of the Canada Prenatal Nutrition Program (CPNP) and its in-kind program partners under the umbrella of the Public Health Agency of Canada (PHAC).

- Coordinate the distribution of program materials received from CPNP, PHAC, and in-kind CPNP partners to ABC Site Coordinators.

Reporting to PHAC

In Collaboration with ABC Site Coordinators:

- Oversee data collection at each ABC program site - 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, communications, and forward planning of meeting dates.
- Attend Central Zone meeting and GTA evaluation groups.
- Represent CPNP at various community meetings and planning tables both internally and externally.
- Coordinate ABC Site Coordinators and 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.
- Strong understanding of health determinants and the capability to effectively apply them to CPNP initiatives.
- 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 an asset.
- Vulnerable sector screening, current CPR and first aid training and recent 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:

- The position entails a combination of remote and on-site work, with a strict adherence to health and safety protocols.
- Some availability on evenings and on weekends.
- Some travel will be required to program locations and other meetings and working remotely as required.

PHYSICAL REQUIREMENT:

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

CLOSING DATE: August 30, 2024

TO APPLY: Please send resume and cover letter to: Deanne Kukulewich, Executive Director
dkukulewich@roseofsharon.com

We thank all applicants for their interest. Only those applicants who are selected for an interview will be contacted. No telephone or in-person inquiries please. 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.

York Region Rose of Sharon Services for Young Mothers

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