



Education Coordinator Position CEFA Early Learning – New Westminster

We are looking for an Education Coordinator with a passion for working with families and staff, and who will also habitually work in conjunction with the Director and Principal.

About CEFA

CEFA Early Learning, established in 1998, is a full day early learning program designed for infants and children up to five years old. The enriched curriculum features a unique partnership of core subjects, such as reading and math with fine arts including drama and yoga, providing children with the freedom to learn and grow through play.

Our program has a reputation of highly developing a child's intellect and delivering the finest strat in education, arts and the humanities. The full day early learning and junior kindergarten programs at CEFA are far beyond the typical child care programs found throughout Canada.

Responsibilities:

Often the Education Coordinator is the first contact a person has with the school and has to be knowledgeable and represent the school well. This position requires the full understanding and active participation in fulfilling the mission of CEFA. Duties include but are not limited to:

- Keeping the school organized and managed efficiently
- Answering telephone calls and responding to all inquiries and specific requests
- Facilitating tour appointments and scheduling open houses (some overtime may be required)
- Organizing events to celebrate occasions for staff and children
- Sending routine and non-routine correspondence to families (including the maintenance of stationery products)
- Maintaining the documentation and confidentiality of families using our electronic programs as well as paper filing
- Assisting the Principal with administrative duties related to the school (i.e., layouts, subsidy applications/tracking, required reports for the Director, etc.)
- Impeccable personality in fostering and maintaining happy and healthy relationships with children, parents, colleagues and external resource relations.
- Professional and positive mentorship of teachers is crucial
- Act as support relief in the classrooms and kitchen
- Computer and office equipment proficiency (Microsoft Office, Word, Excel, Outlook, and PowerPoint)
- Well-organized, deadline oriented, and attention to detail



Requirements:

Successful candidate will be punctual, well spoken, efficient, discreet and pleasant on the telephone and in person. Must have the enthusiasm to learn and be knowledgeable with computer systems and software used at CEFA (MS Office). Must have the ability to communicate effectively in writing and verbally and respect the beliefs, culture and ethnic heritage of others. Valid ECE (BC) License is required. CEFA Certification an asset.

Salary and Benefits:

Based on experience and qualifications; Extended medical and dental benefits available after 6 months. Daily am snack, lunch, and afternoon snack provided. Anticipated position start date is February 16, 2021. Please note this a currently a 13 month contract with the possibility for extension.

Interested applications should email cover letter and resume to newwestminster@cefa.ca.

Closing date: December 14, 2020