

Interim Program Coordinator **New Westminster-Downtown** **Posted: June 2025**

We are looking for an *Interim* Program Coordinator to cover a maternity leave from approximately September 15, 2025 through to approximately December 18, 2026. Following the interim role, a permanent full-time Early Childhood Educator position would be available. The Program Coordinator must possess a passion in training and mentoring early learning childhood educators, enhancing and strengthening the facilitation of our curriculum and fostering respectful relationships with families and the community. This role will also habitually work in conjunction with the Principal and in cohesion with the Vice Principal in an administrative capacity.

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:

The Program Coordinator's primary role will be overseeing the classrooms and its teachers in their program planning and curriculum facilitation. This position will report directly to the Principal and support the Principal with regular class observations. This position requires the full understanding and active participation in fulfilling the mission of CEFA. Duties include but are not limited to:

- ✓ Responsible for overseeing Prep Teacher duties and be prepared to support classrooms at minimum 50% of the time. Be available to cover in any classroom due to a teacher absence, including supporting the kitchen as necessary
- ✓ Responsible for ensuring resources are available to the teachers in their classrooms as well as the staff room
- ✓ Supporting new teacher orientations and ongoing training support
- ✓ Ensuring the classrooms and its teacher storage rooms are organized and managed efficiently, including regular classroom observations
- ✓ Ensuring the documentation within the classrooms and hallway corridors are quality and assurance checked meeting CEFA brand standards
- ✓ Be prepared to stay outside of your regular hours of work, should it be necessary as this role is in a supervisory capacity
- ✓ Be available for open houses and special school events
- ✓ Work in cohesion with the Vice Principal including support for answering telephone calls, maintaining Kindertales, student file and tour presentation packages
- ✓ Impeccable personality in fostering and maintaining happy and healthy relationships with children, parents, colleagues and external resource relations.
- ✓ Computer and office equipment proficiency (Microsoft Office: Word, Excel, Outlook)
- ✓ Well-organized, deadline oriented, and attention to detail

Requirements:

Successful candidate will be reliable and efficient and must possess a professional and positive mentorship demeanour. Must have the enthusiasm for continued professional growth, patience and respect for others 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 Teacher Training Certification required; Infant-Toddler License and/or Senior Teacher status considered an asset.

Wages and Benefits:

As we will be recruiting internally within CEFA, extended medical and dental benefits remain available and base hourly range would be between \$25-\$29/hour, dependent on license, experience and certifications.

Posting Deadline:

Please submit your cover letter and resume to Vivian Young, Director at vivian.young@cefa.ca. Posting will be closed July 25, 2025. Interviews will be conducted over July and early August with a selection to be confirmed by mid-August. As this is an internal posting, a reminder to please provide the professional courtesy in notifying your Principal and/or Franchise Partner of your application intentions. Thank you.