

## Job Posting: Program Supervisor

**Competition Number:** **EC-21127-SK**  
**Type:** Internal & External – Full-Time (Indeterminate)  
**Hours of Work:** 40 hours per week (Monday through Friday from 8:30 a.m. to 5:30 p.m.)  
**Compensation:** \$57,000 annually, plus \$2 per hour Wage Enhancement for hours working directly with children only, plus a generous and comprehensive benefit package and matching contribution Pension Plan.  
**Program & Location:** Seksik Early Care & Learning Centre – Downtown Eastside  
**Deadline:** **Open until Filled**

### About Us:

Atira Women's Resource Society, an award-winning nonprofit organization known for its inclusionary hiring practices and where a job is more than a pay cheque. We offer the opportunity to work alongside a remarkable group of women working to make the world a more just place, one woman, one child, one home, one job at a time.

### About the Job:

We are offering an exciting opportunity to become part of a passionately dedicated and skilled group of women who provide an accountable and professional yet politically driven service to women and children affected by violence. Reporting to the Manager, Early Years & Learning Programs, the Supervisor at Seksik Early Care and Learning Centre is responsible for ensuring the maintenance of the high-quality program that is age-appropriate and enriching for the children; staying on top of and implementing promising practices; maintaining a respectful, co-operative and positive atmosphere in the Centre; preserving a strong team culture; ensuring staff fully understand expectations, standards, policies and practices of the Centre; creating an environment where staff want to and are able to get involved, participate and cooperate to achieve team and organizational goals; ensuring that the Centre adheres to all applicable legislation including public health; liaising, communicating and maintaining good working relationships with the parents; responsible for outreach and marketing to ensure full enrolment in the Centre; completing all administrative tasks, including classroom ratio monitoring, maintaining all files up to date, maintaining an up to date waiting list and ensuring all payments are received, including completing and submitting subsidy forms on time and accurately; other tasks as may be assigned by your direct supervisor.

### About You:

You have an inclusive/intersectional feminist analysis of violence against women and powerful alignment with Atira's mission, vision, values and philosophy. You approach your work and live your life from a decolonizing, women centered and social justice perspective. You thrive on a passion for standards and the promotion of best practices in Seksik Early Care & Learning Centre. You are a team player who strives for excellence but loves to have a good laugh, is able to think fast, be critical, and make sound decisions without agonizing, all while working in an incredibly dynamic and fast-paced environment. Your aspiration is to love what you do and to be excellent at it.

You have an ECE Diploma and are a registered member of the Early Childhood Educators of B.C. You have demonstrated childcare center supervisory experience; minimum of two years' experience in teaching and supervising as a principal or administrator in a childcare or recreational setting. You have solid knowledge of the Child Care Licensing Regulations (CCLR).

### You Also Have:

- Proven initiative, judgment, decision-making and problem-solving capabilities
- Ability to prioritize and meet tight deadlines in a dynamic environment
- Proven ability to develop and maintain rapport with women, children, your co-workers and other stakeholders
- A valid child oriented First Aid certificate is required
- Physical ability to perform the duties of the position

### Additional Requisites/Assets:

- Lived expertise is an asset, as is living in the community in which you work.
- An Infant and Toddler certificate is required
- Atira strives to hire staff who reflect the women we serve.
- Fluency in a language(s) other than English is an asset.
- You must have legal authorization to work in Canada.
- All positions are subject to a criminal records review.
- Special Needs Certificate an asset
- Non-Violent Crisis Intervention Certificate is an asset
- Experience working with infants, toddlers and children with complex needs is an asset
- Food Safe Certificate is an asset

Resumes from qualified First Nations, Métis and or Inuit women are encouraged, as are resumes from Black women, women of colour, trans women, women who are disabled, and women from other equity seeking groups.

### Application Process:

Applications should be emailed to [jobs@atira.bc.ca](mailto:jobs@atira.bc.ca) **Please quote the Competition Number in your email subject line and provide a cover letter with a current resume describing how you meet or exceed the above-noted qualifications.** Candidates who lack the experience and qualifications set out in the posting may not be considered, although an exceptional cover letter and transferable skills may overcome lack of experience for some positions. **Please go to [www.atira.bc.ca/careers](http://www.atira.bc.ca/careers) for a current list of postings.**