



Association of Early Childhood Educators Ontario (AECEO)

Position: Community Outreach Administrator

Deadline: Friday August 11, 2023 11:59pm

Job Description: As part of the AECEO's ongoing community organizing work, the Community Outreach Administrator will be responsible for leading the administration of a new parent network, supporting strategy and communications with the parent network and Communities of Practice (CoPs), and coordinating membership outreach and communications. This position reports directly to the Executive Director and is responsible to a volunteer Board of Directors.

Community Organizing

- Support Community Organizer in the development of new parent network through outreach initiatives and management/analysis of NationBuilder database
- Lead the administrative responsibilities related to a new parent network, including managing emails/messages, setting meetings, creating agendas and organizational tools, tracking and reporting on progress
- Contribute to campaign plans, strategies and materials/tools to support CoPs and parent network
- Contribute to strategy and problem solving discussions, particularly related to community organizing initiatives
- Create and deliver presentations both online and at community events and other outreach opportunities
- Establish and maintain professional working relations with members, community and sector partners/stakeholders and leaders, organizations, government

Communications

- Support the AECEO's Communications and Outreach Coordinator, including the co-development and execution of creative, engaging social media strategies, creating original posts/content, sharing sector news/events, and responding to followers/comments related to the CoPs
- Support the CoPs in managing social media accounts
- Participate in the development and implementation of membership outreach, retention and recruitment efforts
- Support ongoing revamp and updates of AECEO website using NationBuilder
- Support Professional Learning Coordinator with video production, editing and publishing
- Other duties as assigned

Qualifications

Degree in Early Childhood Education, Communications, Humanities, Social or Political Science or a related field of study, or equivalent combination of education and experience

Skills, knowledge and experience

Required

- Knowledge of anti-racism work, and the ability to work within racially diverse teams
- Task and time management skills, attention to detail
- Strong written/verbal communication and presentation skills
- Ability to build and maintain strong and collaborative relationships with diverse partners and stakeholders
- Ability to work some evenings and weekends and flexible hours
- Willing to work within anti-racist and anti-oppressive frameworks
- Knowledge of the early childhood sector

Preferred

- Experience building community initiatives and working with diverse community partners
- Knowledge and understanding of critical theories of early childhood
- NationBuilder or similar database management experience

Asset

- Experience communicating with politicians and/government on public policy
- Knowledge of Public Narrative Framework
- Website management/maintenance experience including willingness to learn HTML/CSS, NationBuilder platform
- Video creation/editing experience/skills
- G drivers license or equivalent full drivers license

This is a 12 month contract position, with the possibility of renewal. This position will be a part of the bargaining unit for the AECEO, after our forthcoming inaugural collective bargaining process.

We encourage applications from Black, First Nation, Métis, Inuit, and racialized individuals; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; disabled people; and members of other equity-seeking groups. As part of our learning and growth, we have made a commitment to implementing anti-racist hiring practices, if you would like to read more about our commitment, please visit https://www.aeceo.ca/aeceo_new_job_opportunity

If you are contacted by the AECEO regarding this job opportunity and require accommodation due to disability to participate in the recruitment and selection process, please advise and we will work with you to meet your needs.

Start Date: TBD (September 2023)

Salary: \$58,000

Work location: Remote/from home

Please submit cover letter and resume to apowell@aeceo.ca by Friday, August 11, 2023, 11:59 PM

Only candidates who are selected for interviews will be contacted. A short writing assignment will be requested from candidates when confirming an interview.

Paid interview policy

In recognition of the time and labour of preparing for and attending an interview, the AECEO financially compensates interviewees at a fixed rate of \$75 per interview. The AECEO will send interviewees the interview questions 24 hours in advance of the interview to allow them time to process the questions. If a candidate is asked to prepare a presentation or assignment for an interview, AECEO will financially compensate the candidate for that work at a rate equal to the hourly rate for the position, based on the number of hours the hiring committee believes the task should take. The organization will not use ideas from presentations or assignments of candidates not selected for the position.