



## **OPPORTUNITY**

(Internal/External - Main)

**DATE OF POSTING:** [October 20, 2021 @ 4:30 pm](#)

**POSITION:** **COORDINATOR – GIFT A CHILD PROGRAM –  
3 month contract**

**POSTING NUMBER:** **2021 - 31**

**AVAILABLE:** **Immediately**

**LOCATION:** **Family Support Team**

### **EDUCATION AND EXPERIENCE REQUIRED:**

Grade 12 Diploma  
Provide proof of full vaccination against Covid-19  
Previous experience with coordination of a community program would be an asset.

**RESPONSIBLE TO:** Manager of Family Support Team

### **MAJOR RESPONSIBILITIES**

Under Supervision:

- Coordination of the annual Gift a Child Program
- Coordinating donations from the community and the distribution of such with staff
- Tracking donations to ensure Accounting department receives correct information
- Completion of formal thank you to all those responsible for donating goods and money for the Gift a Child Program.
- Coordinate the media coverage including listing the donors in newspaper and on agency social media forums.
- Other duties as assigned

## **KNOWLEDGE AND SKILLS REQUIRED**

- Proficiency in computer software i.e. Word, Excel,
- Proficient operation of computer and standard office equipment
- Ability to carry out oral and written direction
- Excellent communication skills (both written and verbally)
- Ability to function independently and organize work activities to meet assigned responsibilities
- Ability to present a professional image to the public
- Initiative and assertiveness
- Exceptional organizational skills
- Knowledge of the community and an ability to develop relationships with other community organizations (both public and private), the media, and various individual residents of Brant County as required
- Ability to communicate well with people in the community on an individual and group basis
- Ability to work well under pressure
- High degree of flexibility
- Availability of own transportation is required along with a valid Ontario Driver's License
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Committed to Brant FACS community based philosophy
- Understanding of Indigenous practices and impact of colonization
- Committed to including the voice of children/youth and families as part of our service planning and delivery
- Knowledge of historical impacts of Canada's residential schools and child welfare on Indigenous people
- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization

**ANNUAL SALARY RANGE:**      \$37,059 to \$41,018

**HOURLY RATE:**                \$21.12    to \$23.38

*Brant Family and Children's Services is committed to staffing a workforce representative of the diverse population we serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to please self-identify in their cover letter.*

*We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however only those considered for interviews will be contacted.*

**APPLICATION:**

Applications in writing, with resume will be accepted electronically at:

**Human Resource Department  
Brant Family and Children's Services**  
70 Chatham Street, P.O. Box 774  
Brantford, ON N3T 5R7  
Email: [employment@brantfacs.ca](mailto:employment@brantfacs.ca)

**CLOSING DATE:**

**November 3, 2021 @ 4:30 pm**