



BEACONS' EARLY LEARNING HAVEN

"Nurturing Minds, Shaping Futures"

Job Title: Operations & Administrative Coordinator

Contract type: Full time – Contract

Reports to: Operations Manager

Location: Orleans, Ottawa East. In-person

Shift and Schedule: 8-hour shift within 7:00 am to 6:00 pm from Monday to Friday.

Hourly Rate: \$20 per hour – check this

Work Location: In-person **Expected Start Date:** Ongoing

What's in it for you:

- As an employee, you can enjoy a comprehensive benefits package that includes dental, health care plan, disability benefits and applicable WEG.
- Our growing business fosters a positive work environment that promotes mutual respect, acknowledgement, validation, responsiveness, communication, inclusiveness, equity respect for diversity, and teamwork.
- You will also have opportunities for professional development, reimbursement, and consideration for promotion opportunities.
- In addition, we offer discounted or free snacks and beverages, a competitive salary, and paid time off.
- The facility is conveniently located near public transportation routes, and onsite parking is also available.

About Us: Beacons Early Learning Haven, located in Orleans, Ottawa, firmly believes that every child is competent, capable, curious, and full of potential, regardless of their

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abilities. We are committed to creating an inclusive environment that recognizes and values individual differences and ability levels. Our play spaces promote independence, interpersonal skills, self-regulation, self-confidence, acceptance, empathy, and communication for all children.

Inclusion allows children to interact with peers during playtime and daily routines, fostering the development of self-help skills, self-control, and the understanding that others come from different backgrounds and perspectives. Diversity, equity, and inclusiveness are essential values, and we welcome and respect individuals from all ethnic backgrounds.

At Beacons Early Learning Haven, we recognize that belonging, well-being, engagement, and expression are the foundation for learning and development. These principles are guided by the principles of ELECT and HDLH.

Job Summary: The Operations & Admin Coordinator at Beacons Early Learning Haven plays a pivotal role in supporting the daily operations of our childcare Center. Working closely with the Operations Manager, this position is key to ensuring smooth and efficient functioning across a range of administrative tasks, event coordination, and digital communications. We are seeking a proactive and dedicated individual who is passionate about making a positive impact in a childcare setting. This is a full-time contract position with an initial one-year tenure, including a 4-month probation period. In addition to your core responsibilities, you will also contribute to maintaining a clean and welcoming environment through basic janitorial duties. Your commitment will be crucial in delivering outstanding service to our families and upholding the high standards of our Center.

Unlock the potential of inquiring and wondrous minds and bodies by joining our team and working towards their daily growth!

Key Responsibilities:

Administrative Support:

- Maintain accurate records of attendance, enrollment, staff certifications, and other key operational data.
- Assist in managing the Center's calendar, scheduling events, meetings, and activities with staff and external vendors.
- Take minutes at meetings, follow up on action items, and ensure timely execution.
- Assist with document preparation, including reports, operational plans, and newsletters.

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Digital and Administrative Communications:

- Oversee and manage the Center's social media platforms, ensuring regular, engaging content that reflects the Center's values and activities.
- Update and maintain the Center's website with current information, announcements, and upcoming events.
- Draft and distribute digital newsletters, keeping parents informed about activities, events, and important updates.
- Assist with designing promotional materials and graphics using design software to support marketing and communication efforts.

Customer Service and Front Desk:

- Serve as the first point of contact for families and visitors, providing exceptional customer service and a warm welcome.
- Manage phone calls, transferring calls to appropriate staff members, and taking messages as needed.
- Schedule appointments, maintain calendars, and assist with other administrative tasks as required.

Event Coordination:

- Coordinate with staff and external partners to plan and execute Center events, ensuring all logistics are efficiently managed.
- Promote events through digital platforms and ensure effective communication with parents and the community.
- Assist in organizing parent-teacher meetings, workshops, and community outreach events.

Operational Support:

- Support the Operations Manager with daily operational management, including staff coordination and ensuring adequate coverage at all times.
- Be prepared to open or close the Center as required, ensuring a smooth transition during these times.
- Provide occasional classroom support to maintain appropriate staff-to-child ratios during absences or peak periods.
- Assist educators with classroom activities, ensuring that all interactions with children align with the Center's high standards.

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Teamwork and Communication:

- Demonstrate excellent teamwork, communication skills, and a client-oriented approach in all interactions.
- Support events coordination activities for the Center and collaborate effectively with other staff members.

Job Profile:**Qualifications:**

- High school diploma required; a diploma in Early Childhood Education (ECE) or Business Management/Administration is an asset.
- Must possess a valid first aid training certification and CPR Level C.
- Must provide clear Vulnerable Sector Criminal reference check.
- Immunization records up to date/two-step TB test are also required.

Experience:

- At least 2 years of experience in Administration, Operations, Customer Service, Social Media Management, Marketing, or a related area are required.
- Proven experience in digital content management, including social media, website management, and newsletter creation.
- Experience with design software and social media management preferred.
- Experience in a childcare setting is an asset.

You Should Have:

- Strong organizational, communication, and interpersonal skills.
- Ability to support classroom activities and step into a teaching role when necessary.
- Proficiency with digital tools, content management systems (CMS), and office software.
- Strong organizational skills with the ability to multitask and prioritize tasks effectively.

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Working Hours:

- Full-time with flexibility to meet the needs of the center, including potential early openings or late closings.

Equal Opportunity Employer:

Beacons Early Learning Haven is an equal opportunity employer and is committed to creating an inclusive and welcoming environment for all.

COVID-19 considerations: We follow the Ottawa Public Health and Ministry of Health recommendations and guidelines.

To apply for this position, please submit the following to admin@beaconsearlylearninghaven.ca

- A cover letter explaining your interest in the position and your relevant experience.
- A current resume detailing your work history and qualifications.
- Three professional references, including their name, position, and contact information.

Screening questions:

1. *Are you available for the advertised start date?*
2. *Are you currently legally able to work in Canada?*
3. *Do you currently reside in proximity to the advertised location?*
4. *Do you have previous experience in this field of employment?*
5. *Do you have the above-indicated required certifications?*
6. *What is the highest level of study you have completed?*
7. *What is your primary language for communication?*
8. *Do you have a working knowledge of the other official language (English or French)?*

Assessment:

Assessments for this position may include a written test which may be followed by an interview. Reference checks will be conducted as part of the selection process.

Accommodations:

Beacons Early Learning Haven is dedicated to ensuring that all job applicants, including those with disabilities, have equal opportunities to pursue employment with our

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organization. If you require accommodations during the application process, please contact us by email at admin@beaconserlylearninghaven.ca.

We appreciate your interest in the position. Please note that due to the high volume of applications we receive, we can only contact those shortlisted for the position.

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