

Baker Centre
Suite 802, 10025 - 106 Street
Edmonton, Alberta T5J 1G4
Phone: (780) 421-9222
Fax: (780) 421-9229
Web: www.aelcs.ca



Accreditation Consultant/Validator

The Alberta Association for the Accreditation of Early Learning and Care Services is seeking a combined Accreditation Consultant/Lead Validator to provide information and support to child care services that are going through the accreditation process. As a Consultant, responsibilities will include maintaining and documenting regular contact, assisting programs as they work through an online self-evaluation process, completing Annual Reports, and managing complaints.

As a Lead Validator, responsibilities will include conducting site visits, gathering evidence, observing in child care rooms, rating evidence, asking clarifying questions, and submitting packages on time. The successful applicant will perform administrative duties and promote the accreditation system as administered by AELCS. This position is based in Edmonton, but may require some travel. The successful candidate will work part time as an Accreditation Consultant and part time as a Lead Validator.

AELCS is looking for a self-motivated individual who is quick to learn and can adapt easily to change. The successful applicant will have education in Early Learning and Child Care or a closely related field with excellent organizational and time management skills. Knowledge of the accreditation process and the tools used in the accreditation self-evaluation process will be assets. Excellent communication skills, attention to detail, and the ability to complete analytical tasks are highly valued in this position. A high level of professionalism and confidentiality is required. Knowledge of provincial initiatives is an asset. Proficiency in Microsoft office suite is required. Knowledge in SharePoint software is an asset.

Deadline: May 31, 2017

Start Date: July 4, 2017
Hours: 8:30 a.m. - 4:30 p.m. - Monday-Friday
Annual Salary: \$55,000 - \$60,000

Please e-mail cover letter and resume to:
Karen Baretta, Executive Director
karen.baretta@aelcs.ca
Accreditation of Early Learning and Care Services