

ALBERTA ASSOCIATION FOR THE ACCREDITATION OF EARLY LEARNING AND CARE SERVICES

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 Position

The Alberta Association for the Accreditation of Early Learning and Care Services (AELCS) is seeking an Accreditation Consultant to provide information and support to child care services that are going through the accreditation process. Responsibilities will include maintaining electronic communications, reviewing Annual Reports, and assisting programs as they work through the online accreditation process.

AELCS is looking for a self-motivated individual who is quick to learn and pays close attention to detail. A degree/diploma in ELCC, human services or a closely related field is required. Training and/or skills in consulting would be an asset. Excellent organizational and time management skills, strong communication skills, and the ability to complete analytical tasks are highly valued in this position. Proficiency in Microsoft Office suite is required and experience working within a database or online system would be an asset.

AELCS is known for its healthy and positive, work environment, balancing career and family life. For more information regarding the process of accreditation and the work of AELCS please visit our website at aelcs.ca.

This is an 11 month temporary position starting May 1, 2018 until March 31 2018 with the possibility of extension.

The office is closed from December 25, 2018 and January 1, 2019, paid vacation is offered for non-statutory holidays during this closure.

Applications Deadline: April 1, 2018

Start Date: May 1, 2018
Location: Edmonton, Alberta
Hours: 8:30 a.m. - 4:30 p.m. - Monday-Friday
Annual Salary: \$53,000 - \$55,000

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