

Accreditation Consultant Position

The Alberta Association for the Accreditation of Early Learning and Care Services (AELCS) is seeking an **Accreditation Consultant** to support child care programs who are participating in the accreditation process.

Responsibilities

- communicating with child care programs on a regular basis, via email and phone
- helping programs as they work through the online accreditation process
- reviewing Annual Reports
- documenting communications within an online system
- reporting and collaborating within a team

Education and Experience Required

- a degree or a diploma in Early Learning and Child Care (ELCC), human services or closely related field
- knowledge about the Alberta Child Care Accreditation process
- experience in a child care setting (daycare, family day home, out-of-school care)
- knowledge of early learning initiatives in Alberta is an asset
- experience in consulting is an asset

Skills

- excellent verbal and written communication skills
- strong time management skills
- excellent organizational skills
- proficient in Microsoft Office, especially Word and Excel
- experience using a Sharepoint system would be an asset
- strong analytical and problem-solving skills
- self-motivated
- quick learner
- high attention to detail
- works well in a team environment
- able to function independently
- understand importance of following protocols and procedures
- ongoing and continuous communication with child care providers

Why work for AELCS?

AELCS is known for its healthy and positive work environment, balancing career, and family life.

Job Type: Parental leave

Applications Deadline: June 14, 2019

Start Date: August 1, 2019

End Date: September 1, 2020

Location: Edmonton, Alberta

Hours: 8:30 a.m. – 4:30 p.m., Monday – Friday

Annual Salary: \$53,000 - \$55,000

To apply

Please submit a resume and cover letter that outlines the reasons why you are interested in working for *The Alberta Association for the Accreditation of Early Learning and Care Services (AELCS)* and how you are qualified to hr@aelcs.ca.