

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>SPECIAL PROJECTS COORDINATOR</b>		
<b>DEPARTMENT:</b>	Housing & Children's Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543569
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.10
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Children's Services, this position will be responsible for providing research, analysis and supports regarding program/project development and implementation. Project work focuses on planning, policy development, strategies and program initiatives in Windsor-Essex County and is driven primarily by current funding initiatives and the related service system planning workload and related guideline requirements. Acts as a resource that can be accessed where needs exist within the Children's Services Department. Other administrative support including but not limited to: report writing; development of communications (emails, letters, memorandums, communiqués, power point presentations, articles for newsletters, council communications, input relative to media requests; dissemination of information with a view to linking people, processes and projects); distribution of funding letters and reconciliation of said funding; coordination of meetings with internal and external parties; preparation of pre and post meeting documentation and dissemination of this information; responding to information requests/inquiries from both internal and external parties (including consultants retained by the department); coordination of travel arrangements and related business expenses; reconciliation of said expenses.. Monitor existing community resources and initiatives; review of external reports; gathering and preparing data relative to information requests/reports to/from various Ministries, politicians, other Departments and City Council; analysis relative to budget/funding allocations; participates in or performs special studies that require analysis of information including statistics, and provides input regarding appropriate action. Provide operational program support by developing processes and protocols to enhance the efficiency and effectiveness of program delivery, which includes the development of job aides/training tools for both staff and external partners. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary training in Early Childhood Education or Ontario Ministry of Education equivalency;
- Must hold the designation of Registered Early Childhood Educator with the College of Early Childhood Educators;
- Must have over three (3) years of experience in a Child Care and/or Early Years environment;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have working knowledge of Microsoft applications such as, Excel, Word and PowerPoint;
- Must possess excellent written, analytical and oral communication skills;
- Must be able to interpret data, legislation, program material and analyze issues;
- Must be able to work with a high level of initiative observing confidentiality;
- A Post ECE certificate in Early Childhood Administration would be considered an asset ;
- Previous experience in the area of Office Administration will be considered an asset;
- Given that this job is a new position a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**