

# We're Hiring!



## Early Childhood Assistant (ECA)

**Status:** Regular Full-Time (37.5 hours per week)

**Position level:** Level 2

**Hiring range:** \$38,541.19 - \$44,679.81 annually

**Salary range:** \$38,541.19 - \$51,796.14 annually

**Job location:** Eaton Centre CED, 14 Trinity Square

### A little about us

Hi, we're Mothercraft, and we're so excited to meet you!

For nearly a century, we've been a trailblazer in promoting healthy child development and supporting families in our community. We're dedicated to excellence and constantly exploring innovative concepts and ideas related to child care and education.

Our approach is grounded in the latest research, which guides every aspect of our work. This includes everything from our high-quality child care and enrichment programs, to our specialized services for children and families with unique needs, and our comprehensive training programs for childcare providers and other professionals.

At Mothercraft, we celebrate diversity and strive to cultivate a warm and inclusive environment that welcomes everyone. Join us in our mission to help children thrive and families flourish!

### A little about our Centres for Early Development

At Mothercraft, we are dedicated to providing exceptional child care and early learning experiences that promote healthy development for all families. Our five Centres for Early Development (CEDs) - located in Brookfield Place, Eaton Centre, Robertson House, Midtown, and Avondale - embody this commitment, offering enriching full-day programs for children aged 3 months to 6 years. With extended hours from 7:30am to 6:00pm Monday to Friday, our CEDs are designed to support busy families while providing a safe and nurturing environment where children can excel.

### Job summary

As our newest **Early Childhood Assistant**, you will play a crucial role in shaping the development of the young minds in our care. You will be responsible for creating a safe, nurturing, and stimulating environment where children can learn and grow.

Your passion for early childhood education and ability to connect with children on their level will be instrumental in fostering a positive and engaging atmosphere. You'll work alongside a team of dedicated educators and support staff, collaborating to provide the highest quality care and education for our children. Sound exciting? Here's a little more...

### **As an Early Childhood Assistant, you will...**

- Assist in providing care for the physical and emotional needs of children
- Develop and encourage positive and secure relationships with children
- Assist with program planning and implementation and the preparation and implementation of a culturally sensitive program plan
- Promote the development and well-being of children through an enriched physical and social environment
- Communicate with families, other staff and the manager, keeping the manager informed of any concerns
- Provide a safe physical environment for children

### **You will be set up for success if you have...**

- Satisfactory Vulnerable Sector Check
- Full vaccination with a recognized COVID-19 vaccine
- Immunizations and health assessment in compliance with the [Child Care and Early Years Act](#)
- Standard First Aid & CPR C Certificate
- French language skills is an asset

### **As the ideal candidate, you possess...**

- Excellent written and verbal communication skills
- A flexible and collaborative approach to teamwork
- A commitment to delivering exceptional care for children
- A strong knowledge of early childhood development

### **Why you'll love working at Mothercraft**

Our people are at the heart of everything we do here at Mothercraft, and we take pride in fostering an inclusive space that inspires our team to love where they work! From rewarding career opportunities to a comprehensive benefits package and a defined benefit pension plan, we go above and beyond to prioritize your success and here's how we do it...



#### **Team**

We're a team of passionate individuals who are committed to supporting healthy child development and making a positive impact on families and communities.



### **Benefits**

Enjoy a comprehensive benefits package that includes extended health, dental, life insurance, and long-term disability coverage, ensuring that you and your family are well taken care of.

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### **Pension**

Take advantage of our defined benefit pension plan, which provides financial security and stability for your future.

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### **Time off**

Enjoy generous paid time off, including vacation starting at 3 weeks, 12 sick days, and 3 floater days a year, allowing you to take the time you need to recharge and relax.

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### **Financial wellness**

Participate in our financial wellness program through Enriched Academy, which provides resources and tools to help you achieve your financial goals and improve your financial well-being.

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### **Life-long learning**

We're life-long learners here at Mothercraft. Grow your skills and knowledge through our professional development opportunities which will help you stay up-to-date with the latest research and best practices in the field.

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### **Extra support**

Access our Employee and Family Assistance Program, which provides confidential support and resources to help you and your family with a wide range of personal and professional challenges.

## **Next steps**

**Apply today by submitting your resume to [careers@mothercraft.org](mailto:careers@mothercraft.org) by September 23, 2024.** Internal staff, please include a subject heading of **“Internal – ECA EC”**. We appreciate your interest and thank all applicants for their submissions. However, please note that only shortlisted candidates will be contacted.

**Think you're the ideal candidate but you don't meet all the requirements? Apply anyways.** We would love to review your application to see if you're the right fit or find you an alternative opportunity. Not the role for you? Share this posting with your network.

## Diversity and inclusion

Mothercraft is committed to a workforce that is reflective of the diverse populations that we support. We welcome applications from qualified individuals from all backgrounds. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Mothercraft strives to ensure that all recruiting processes are inclusive and barrier-free. If you require an accommodation, please advise the Human Resources Department in advance of attending an interview. We are committed to a selection process and work environment that is inclusive, equitable and accessible.

[Apply now](#)

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[www.mothercraft.ca](http://www.mothercraft.ca)

