



Parent Navigator Admin Assistant

Bachelor of Early Learning & Community Development Student Placement

Join Andrew Fleck Children's Services in a dynamic role supporting our Parent Navigator! In this role, you'll play a key part in planning and delivering engaging open houses, connecting families to our programs and supporting smooth enrolment experiences. This position also offers the opportunity to contribute to new site openings and be involved in exciting growth initiatives. As part of an action research project, you'll help create a comprehensive guide showcasing each location's unique features, making a lasting impact for both families and staff.

This is a 14-week paid placement opportunity. To be eligible for these placements, you must be currently enrolled in 3rd year of the Bachelor of Early Learning and Community Development Program at Algonquin College.

- Available from:** May 11th, 2026 to August 14th, 2026
- Salary:** \$20.77 per hour + 4% vacation pay
- Hours:** 35 hours per week
- Location:** Head Office, 700 Industrial Avenue
- Closing date:** April 7th, 2026
- Apply:** E-mail: hrrecruiting@afchildrensservices.ca

In this role you will...

- ✓ Review information on the CCRAW information page to ensure accuracy and up to date information
- ✓ Maintain and cleanup waitlists
- ✓ Assist with the creation of a guide of features and FAQs for each childcare program
- ✓ Connect with Program Coordinators/Supervisors in-person, through email, and JotForm to learn more about their program
- ✓ Support enrolment at the Perley Heath Intergenerational Program & moving families onto the waitlist
- ✓ Support open houses for September enrolments
- ✓ Sending out invitations to families and sending out reminders
- ✓ Monitor RSVP's, send follow-ups and additional invitations as needed
- ✓ Support with offering information sessions at EarlyON Child & Family Centre

To qualify for this role you have...

- ✓ Registered in 3rd year of the Algonquin, Bachelor of Early Learning and Community Development Program
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Strong focus and attention to detail
- ✓ Strong computer skills, specifically MS Word, Excel, and previous experience or an aptitude for database software
- ✓ Fluency in both official languages, written and verbal (an asset)
- ✓ Excellent interpersonal communication skills, written and verbal to maintain internal and external customer relationships
- ✓ Ability to be sensitive to others, respects individual and cultural differences

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

