



## Bilingual Program Facilitator

EarlyON Child & Family Centre

Permanent · Full-Time · Unionized

Andrew Fleck Children's Services is looking to hire a Program Facilitator to work at our EarlyON Child & Family Centre! In this role you will provide and support the delivery of core services at the EarlyON Child & Family Centre that meet the early years needs of the Ottawa South community and which include early learning activities, parent resources, pre- and post-natal resources and information and referral.

- Available from:** June 29<sup>th</sup>, 2026
- Salary:** \$25.16 to \$29.29 per hour, **(Annual- \$49,062.00 to \$57,115.50) + 6% RRSP**  
Compensation Includes: 4 weeks of vacation annually, Health and Dental, Paid sick leave, 2 personal Days, Special leave
- Hours:** 37.5 hours per week, 7.5 hours per day, Shifts between 7:15 am and 5:30 pm including some evenings and weekends
- Location:** EarlyON Child & Family Centre, 2330 Don Reid Drive, Ottawa, ON
- Closing date:** June 25<sup>th</sup>, 2026
- Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Plan and deliver varied playgroup programs on and off-site to meet child and adult needs
- ✓ Provide program and agency information service; respond to phone and in person inquires about program and AFCS services
- ✓ Implement program plans on a daily basis
- ✓ Develop and support playgroups and other resources at satellite sites
- ✓ Manage and maintain the Toy and Game Library and the Parent Resource Library
- ✓ Coordinate literacy and other learning activities
- ✓ Assist in providing information and advising parents/caregivers; help parents link to other early years programs and services in the community
- ✓ Assist in maintaining and developing Early Years information and resources

### To qualify for this role you have...

- ✓ Diploma in Early Childhood Education or Equivalent recognized by the College of Early Childhood Educators
- ✓ RECE in good standing with the College of Early Childhood Educators
- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Current Standard First Aid & CPR certificate
- ✓ Minimum of 2 years of experience working with children and adults
- ✓ Knowledge of early years child development
- ✓ Bilingualism (French and English)
- ✓ Working knowledge of related community resources in the City of Ottawa
- ✓ Good organizational, interpersonal and communications skills
- ✓ Demonstrated flexibility and ability to work effectively in a team
- ✓ Excellent working knowledge of Microsoft Office Suite including Excel, word processing, and databases
- ✓ Sensitivity and respect towards cultural and individual differences
- ✓ Availability to work flexible hours
- ✓ Valid Driver's License and access to a car (essential)
- ✓ Knowledge of special needs (an asset)
- ✓ Additional languages (an asset)

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](mailto:hrrecruiting@afchildrensservices.ca).

