

Early Childhood Educator Assistant
Temporary Part-Time (20 Hours per Week)
Wage Grid 6: \$25.17 - \$28.85
Reports to: Family Programs Manager
Prince George, BC

About Us

At the Prince George & District Elizabeth Fry Society, we respectfully acknowledge that our work takes place on the traditional unceded territories of the Lheidhl T'enneh, Skin Tyee, Nee Tahi Buhn, Cheslatta Carrier, Lake Babine, Wet'suwet'en, Ts'il Kaz Koh, and Lhtako Dene First Nations. The Prince George and District Elizabeth Fry Society is an intersectional Feminist organization that provides programs and services to individuals who identify as women, children, and their families and who are at risk of, or have experienced, violence, abuse, inequities, marginalization, and/or criminalization. We contribute to a safe community by raising awareness and promoting self-empowerment and resilience.

Working here you will find a passionate, dedicated team of employees who truly care about the people that walk through our doors. We celebrate diversity and treat each individual with respect, striving towards furthering reconciliation and cultural humility each day. Joining us provides an opportunity to enjoy an environment that fosters employee work-life balance, extended health & dental benefits, a generous Municipal Pension Plan, competitive wages, an employee and family assistance program, and a career where you can make a meaningful difference in the lives of others. For more about us, visit our website: pgefry.bc.ca

Our Commitment to Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. We encourage applications reflecting the richness of the diverse community of persons we serve. If you are passionate about this role but don't meet all the qualifications, we encourage you to apply anyway! You may be the right person for this job, or a great fit for another opening.

About the Position

We are currently seeking a compassionate and reliable Early Childhood Educator Assistant (ECEA) to support our licensed Infant Toddler Childcare Facility. This role works under the close supervision of an Early Childhood Educator to support the care and development of children

under three years of age. The ECEA plays an important role in creating a safe, nurturing, and inclusive environment while supporting young parents, including those who had their first child before age 20. Our program serves families connected to the Elizabeth Fry Society as well as referrals from community partners. A trauma-informed, culturally humble, and non-judgemental approach is essential.

This position works from 10:00am-2:00pm, with occasional flexibility required. Our childcare facility is operational for 47 weeks of the year, closing for 1 week at Christmas time, 1 week during Spring Break and 3 weeks during the summer months. We are part of the BCGEU and this position requires union membership.

Job Qualifications & Requirements

- Early Childhood Education Assistant (ECEA) Certificate, or enrolment in an Early Childhood Education program, or equivalent combination of education, training, and experience
- Some experience working with young children; Infant/Toddler experience is considered an asset
- Valid Emergency Child Care First Aid & CPR/AED Level B
- Foundational knowledge of child development, with an understanding of trauma-informed practice, attachment theory, and positive family functioning
- Strong understanding and ability to model RIE (Resources of Infant Educators)
- Highly developed interpersonal communication
- Demonstrated ability to work effectively with diverse and marginalized population, with commitment to cultural humility and inclusive practice
- Strong interpersonal, communication, and organizational skills, with the ability to follow direction and work collaboratively within a team environment
- Ability to maintain confidentiality, professional boundaries, and accurate documentation as required
- Basic computer literacy
- Willingness to learn, receive feedback, and grow within the role
- Successful completion of a Criminal Record Check and Vulnerable Sector Screening

For a full Job Description please contact admin@pgefry.bc.ca

How to Apply

Interested candidates may forward their cover letter and resume to:

Katrina McGraw, Family Programs Manager
1575 5th Ave
Prince George, BC
V2L 3L9

Email submissions: katrina@pgefry.bc.ca

Inquiries: 250-563-1113

The anticipated start date for this position is: ASAP

Applications will be accepted until 12pm July 10, 2026. The society thanks all interested applicants, however only candidates selected for an interview will be contacted.