



Bulkley Valley  
**Child Development Centre**

---

**Family Resource Consultant  
Smithers and Area Child Care Resource and Referral Program**

This is a permanent fulltime position 35 hours/week to start as soon as possible.  
This posting is open until filled.

**Job Summary:**

The *Family Resource Consultant* will maintain the CCRR family services including the community resource lending library, referral registry for accessible and quality child care services, as well as assisting families with the affordable child care benefit program. This position will provide program support including drop in programs, administration and assisting in the planning and implementation of CCRR service delivery and community development.

**Qualifications:**

- Early Childhood Education Diploma preferred
- 2-5 years experience in working with families in a variety of capacities.
- Strong knowledge of the child care system and the child care needs of families
- Strong interpersonal skills and good communication skills
- Self-Motivated, well-organized, flexible and creative
- Knowledge of community and provincial child care resources
- Works well in a team environment and ability to contribute to overall program delivery
- Computer skills (word processing, database, desktop publishing and internet)

**Apply by resume to:**  
**Executive Director**  
E-mail: [hr@bvcdc.ca](mailto:hr@bvcdc.ca)

**Please note only qualified applicants will be contacted.**