



THE YMCAs OF CAMBRIDGE & KITCHENER-WATERLOO  
JOB OPPORTUNITY

## Child Care Administrator

JP 84-2018

**LOCATION:** Kitchener

**HOURS:** Full Time- 6 Month Contract

**START:** ASAP

**Are you a talented Administrator looking for a new opportunity? Are you driven by work that matters and the knowledge that your success contributes to a community that is strong, vibrant, healthy and inclusive? Are you unafraid to roll up your sleeves and do the work that needs to be done? If so, you may be just the person we are looking for!**

### Who we are...

The YMCAs of Cambridge & Kitchener-Waterloo is one of the community's largest non-profit organizations. We are dedicated to the enrichment of our communities through the development of people and families. Through our work we foster belonging and wellbeing, and dedicate ourselves to building a healthy and vibrant community every day. We have the assets to affect positive social change and we know that Child Care is a foundation of our work. That's where you come in.

### What you will do...

You will work as part of a dynamic Child Care team and be responsible for managing the Child Care administrative functions (e.g. data input, taking minutes, running reports, filing etc.) and providing the Child Care leadership team with administrative and IT troubleshooting support. You will become a subject matter expert on the systems that drive our business turning your knowledge of the data into actionable insights.

### What you will bring...

Ideally, you will have over 2 years of administrative experience that includes working with MS Office and a related post-secondary education – bonus points for experience with OneList Waterloo Region and childcarepro. You are tech savvy and have exceptional attention to detail and troubleshooting skills. You are a self-starter and effective communicator with a focus on building strong relationships and partnerships.. You have demonstrated the ability to work independently and achieve set goals. You are a continuous learner that aims to stay up to date with current technology.

### What you will gain...

You will be an integral part of a Child Care team that is committed to providing high quality, accessible licensed child care in Waterloo Region. Overall, you will join a dynamic team and an organization that has a massive impact across our community. You will be joining a local organization but you will also be part of a global movement. Your work will have impact and the community we call home will be a little better every day because of you.

### Apply to this opportunity

There are 3 spelling/grammatical errors in this job posting, can you find them? If you are interested in joining our team, please send your CV to [recruitment@ckw.ymca.ca](mailto:recruitment@ckw.ymca.ca) and be sure to identify the 3 spelling/grammatical errors in your submission.

**When applying please quote posting number JP #84- 2018. Closing date for this posting is July 27, 2018.**

The YMCAs of Cambridge & Kitchener-Waterloo embrace diversity and are committed to creating an inclusive workplace, welcoming applications from all qualified persons. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to the YMCA. The YMCAs comply with the Employment Standards Act, Pay Equity Legislation and privacy laws. In keeping with privacy laws, we are committed to protecting personal information by following responsible information handling practices. For more information on the YMCAs commitment to privacy, please visit our web site at [www.ymcacambridgekw.ca](http://www.ymcacambridgekw.ca). Only candidates under consideration will be contacted.