

## **ASQ- Program Support Specialist Opportunity**

**Opportunity:** The Alberta Resource Centre for Quality Enhancement (ARCQE) is currently seeking the expertise of a Program Support Specialist to support in office support and resource development needs of all supporting Child Development Support grants. The intended goal of this contract position will be to work in partnership with the CDS Project Coordinator, and as part of the multi-disciplinary team at the ARCQE office in Edmonton to support all work pertaining to ASQ funded initiatives.

### **Responsibilities include but are not limited to:**

- Liaise with the Project Coordinator regularly to support project priorities throughout the year.
- Work internally with ARCQE's I.T. Support Specialist, and the Design Support Specialist to support updates to the Child Development Supports landing page on the ARCQE website (i.e. uploading quarterly newsletters, adding/updating virtual project resources).
- Support development and updating of an Events Calendar for the Child Development Support projects throughout the year (i.e. Train the Trainer events, monthly Q & A sessions, showcase of learning events).
- Provide support with planning and implementation of the year-end Showcase of Learning events across the province and all tasks associated with this (i.e. booking venues, accommodations, meals, travel needs of participants, preparing delegate bags/resources)
- Work in tandem with the Project Coordinator to create/format new educator and family resources
- Support creation of registration links for various online sessions pertaining to ASQ (i.e. ASQ Orientation sessions held throughout the year, Professional Learning sessions for CDS contractors etc...)
- Guide and assist with all ASQ material orders and dissemination of ASQ materials & kits from the ARCQE office to participating programs throughout the year.
- Work to support preparation of all ASQ training materials in coordination with Brookes Publishing Co. in the US.
- Preparing/supporting social media postings pertaining to the CDS project
- Planning and implementation of project priorities as identified to meet quarterly deliverables
- Troubleshooting inquiries about the CDS initiatives in alignment with consultation from the Project Coordinator
- A significant priority for this position will be supporting the development & distribution of Child Development Resource bags for families over the course of the year and supporting planning of an in-person Parent Symposium event!

### **Qualifications:**

- Diploma and/or Degree in Early Childhood Education or equivalency.
- Experience with ASQ an asset
- Capacity with use of office programs (i.e. Microsoft Word, Excel, PowerPoint)
- Strong interpersonal communication skills
- Excellent organization and time management skills
- Ability to work independently as well as within an office environment structure.



**To Apply:** Please forward a letter of expressed interest along with resume to Corine Ferguson, [corinef@arcqe.ca](mailto:corinef@arcqe.ca)

**Desired start date:** June 2023

**Location:** This is an “in-office” position at the ARCQE provincial office located in Edmonton but supports work with all members of ARCQE across Alberta.

**Remuneration:** This is contract position funded annually. Details of remuneration based on qualifications and experience in relation to those selected for interviews.

**Only successful candidates will be contacted. Thank you in advance for your interest!**