



Child Care Resource & Referral Worker Part-Time

Port Hardy and North Island
Port Hardy

Wednesday March 25, 2026

\$26 - \$30/ hour (\$27.54-\$31.61)

Company: PacificCARE Family Enrichment Society

Website: <https://pacificcare.ca/our-services/port-hardy>

Industry: Social Services

How to apply:

Email your cover letter and resume to holly@pacific-care.bc.ca

Attachment: [Child Care Resource_0.pdf](#)

Expiry Date:

Wednesday, April 08, 2026

Qualifications & Experience:

Qualifications: •Early Childhood Education certificate or equivalent, two years recent related experience. •Valid BC Driver's License. •Clear Criminal Record Check. •Reliable vehicle with Business Insurance Coverage. Knowledge: •Knowledge of Early Years Initiatives in the community served •Knowledge of Child Care Regulations within British Columbia •Familiar with the current child care changes, opportunities and resources in British Columbia •Exceptional interpersonal skills •Excellent planning and organizational skills •Proven effective written and verbal communication skills •Ability to exercise initiative and take on leadership tasks when required •Corroborated positive team experiences and contributions within past teams •Ability to adjust to change in a positive manner •Proficient knowledge and ability with Microsoft Office, previous experience with data bases and social media •Demonstrated strong public relations and community development •Skills and capabilities to facilitate workshops, plan events in person and virtually •Knowledge and skills to effectively manage budgets, petty cash and submit reports to manager as required •A willingness to be flexible and work in other PacificCARE communities as required •A positive attitude and motivation to increase the quality of child care for all children and their families •Ability to physically deliver and receive CCRR resources.
