



# British Columbia Association for Child Development and Intervention

Provincial Advocate for the British Columbia Association of Child Development and Intervention (BCACDI)

*Contract Position- Part time*

## Association Information

BCACDI is a provincial non-profit organization which provides advocacy, communication networking, research and education to about 30 member agencies throughout B.C. and the Yukon. BCACDI is recognized as the voice for children and youth with special needs and their families and for the member agencies providing services. Member agencies provide diagnostic, developmental, intervention and support services for children and youth with special needs and their families. For more information is on the association website at [www.bcacdi.org](http://www.bcacdi.org).

**Key Responsibilities** include advocacy for services including written and oral briefings, presentations and press releases, membership and board of director support, government relationships and membership promotion and development.

A strong team player, excellent organizational skills, communication skills, a cheerful attitude and the ability to multi-task are imperative.

## Skill Set

- At least 10 years of experience as a senior manager in the health, social services or public sectors.
- A Master's degree in business, public or health services administration.
- Experience in working with and advocating for services with government officials.
- Leadership abilities and experience in working with member agencies.
- Experience working with a non-profit board of directors.
- Able to provide advice and consultation support to the association, the board of directors and member agencies on communications with government officials both elected and civil servants at all levels of government.
- Able to advise and strategize with board members and member agencies to ensure unified messages are delivered at provincial and regional meetings on behalf of the association.
- Demonstrated ability to support engagement of membership in the development and implementation of the association's strategic planning.
- Able to independently or assist in writing communications, position papers and other publications related to the business and advocacy of the association.

- Highly developed interpersonal skills; demonstrated presentation skills.
- Able to promote and be involved in research, education and professional development initiatives which will benefit CYSN, the Association and the Member Agencies.
- Serve as a leader on appropriate provincial committees and task forces.

### Considered an Asset

- Demonstrated knowledge of children and youth with special needs and their families.
- Demonstrated knowledge of services for children and youth with special needs and their families.

### Other Attributes

- Ability to maintain confidentiality, as well as tact and diplomacy
- Demonstrated ability to work independently, meet timelines and budgets
- Energetic and ethical approach to work

### How to Apply

Please forward your cover letter, resume and a list of three references to Paul Axelson, President BCACDI by email to [pjaxel@telus.net](mailto:pjaxel@telus.net). Include within your application expected remuneration and how key responsibilities listed above can be met in a part time contract position involving approximately 17 hours per week. Applications must be received by **November 30, 2011**.

Thank you for your interest in this position. Please note that only those candidates considered for interviews will be contacted.