



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

JOB POSTING: Senior Manager- Early Years

Start date: November 15, 2025

Posting date: September 24, 2022

Posting closes: Open until suitable candidate is found.

The Fairfield Gonzales Community Association (FGCA) is recruiting for an independent, confident, creative and collaborative individual to join our senior management team as Senior Manager- Early Years. The successful individual will be responsible for the oversight of early years childcare programs, family programs, and a staff team of 9-12 individuals.

Job Title: Senior Manager- Early Years

Job Details:

- Position Type: Full-time, ongoing
- Location: Victoria, BC
- Salary Range:
 - Non-ECE: \$58,500-\$65,700/year (Recruitment range: \$58,500-\$61,765/year)
 - ECE: \$70,200-\$77,400/year (Recruitment range: \$70,200-\$73,465/year)
 - Eligible individuals with a valid ECE License will be entitled to an additional BC Wage Enhancement (WE)

Salary will be determined based on a combination of education, experience and demonstrated skills relevant to the role and its responsibilities.

- Hours of work: Salaried, full-time position. Typically, 7.5 hours days following the work week within the hours of program operation (7:15 am and 5:45 pm). Occasional evening and weekend requirements.
- Vacation and Benefits: 15 days paid vacation to start, plus paid annual closure between Christmas and New Year's Day. After completing the 3-month probationary period, this position is eligible for paid sick time (14 days per year), Extended Health & Dental & RSP matching of up to 3%.
- Work cell phone, professional development opportunities, travel allowance, and a supportive and collaborative, community-focused, family-centred work environment.

Job Summary

FGCA Early Years program is part of the \$10aDay ChildCareBC program. The Senior Manager-Early Years role is to oversee and direct the operations of the FGCA's early years and family programs. The position oversees one half-day preschool, one full-day Infant/Toddler program, one full-day 3-5 years program, and three drop-in family programs. The position provides supervision and support to the early years and family programs team and works directly in program, as needed. In addition, the position is responsible for the administrative oversight of both program areas providing direction for development and growth. The Senior Manager- Early Years is part of a collaborative senior management team and reports directly to the Co-Executive Director.

Responsibilities

- Oversee the operation and fiscal health of preschool, family, and all-day childcare programs, ensuring high-quality service and sustainability.
- Source external resources to develop, expand and maintain quality programs and acting on opportunities.
- Model a positive, approachable, and family-centered attitude in all interactions.

- Lead the planning, development, and implementation of low-cost or donation-based family-oriented programs.
- Lead and oversee a team of 9-12 individuals by providing human resources management and oversight including evaluation, training, conflict resolution, performance management, reporting, and record-keeping.
- Work directly in programs as needed.
- Maintain legal and licensing compliance and ensure adequate equipping of the facilities that house FGCA childcare programs.
- Advocate for the participants (children and caregiver) with particular attention to participants with special needs or circumstances that increase their barriers to service.
- Monitor finances, participate in budget development, and report to funders and other oversight bodies within your program area.
- Lead and support communications about Early Years programs with parents/caregivers, community partners, and other FGCA program areas.

Qualifications

- Post-secondary diploma in a relevant field (or equivalent combination of education and experience).
- Valid Standard First Aid & CPR (C).
- Clear Vulnerable Sector Criminal Record Check.
- ECE or ECE Assistant Certificate is an asset.
- Minimum 2 years' experience in licensed childcare settings.
- Minimum 2 years' supervisory experience.
- Strong leadership, communication, and customer service skills.
- Proficient in MS Office and digital recordkeeping.
- Familiarity with BC Early Years Framework.
- Knowledge of the Child Care Licensing Regulation and related legal responsibilities.

A full Job Description can be found on our website <https://fairfieldcommunity.ca/employment-opportunities/>

Interested individuals are requested to forward their resume and cover letter to Kristina Wilcox via email at Kwilcox@fairfieldcommunity.ca or in person at Fairfield Community Place during our administrative hours. We thank all applicants; however, only those shortlisted will be contacted.

The FGCA is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration. The FGCA is committed to the values of diversity and inclusion in our workplace. We actively encourage applications from people who are experiencing barriers to equity. Those who anticipate needing accommodation for any part of the application and hiring process may contact Pippa Davis, Office Manager at office@fairfieldcommunity.ca or 250-382-4604. Any personal information provided will be maintained in confidence.