



Position Description

CYCEAB Accreditation Coordinator

Summary of Responsibilities

The Accreditation Coordinator is a contracted position responsible for providing support to CYCEAB member programs/institutions throughout the accreditation process in accordance with established CYCEAB standards, policies, and procedures. The position reports directly to the Chair of the Human Resources Committee and, ultimately, the Board of Directors.

This is a contractual, part-time position. Hours of work will vary and are dependent on the number of programs undergoing the accreditation process.

Specific Responsibilities

The Accreditation Coordinator's primary responsibilities include:

- Providing technical assistance to applicants and member institutions on matters related to CYCEAB standards, policies, and procedures.
- Building collaborative relationships with the designate at each institution after the acceptance of the accreditation application.
- Supporting individual programs/institutions through the accreditation process, starting with the self-study surveys through to acceptance, by the institution, of the site reviewer report.
- Maintaining regular contact with the CYCEAB Office Manager throughout the process.
- Providing monthly reports to the CYCEAB Board of Directors.

General Responsibilities

The Accreditation Coordinator's general responsibilities include:

- Maintaining responsibility for tracking hours worked and remitting invoices in line with payment parameters established by the Board of Directors.
- Becoming completely and thoroughly familiar with the accreditation process.
- Adhering to the Professional Child and Youth Care Code of Ethics.
- Maintaining confidentiality.
- Declaring any real or perceived conflicts of interest to the CYCEAB Board of Directors.
- All other related duties as required.

Qualifications

The Accreditation Coordinator:

- Must have a minimum of ten years of experience as a child and youth care educator in a post-secondary program.
- Must be a member of their professional Child and Youth Care Association.
- Must have a Master's Degree, preferably in Child and Youth Care.
- Must have the ability to meet deadlines and help programs meet deadlines as required.
- Must be able to respond to multiple requests in a timely manner, keeping in mind the nature of the role and stated commitments.
- Must have excellent organizational and time management skills.
- Must have the ability to file electronic documents.
- Must have excellent professional oral and written communication skills.
- Must be able to work flexible working hours.

Interested applicants are required to submit a CV and cover letter to the CYCEAB for consideration.