

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) EARLY YEARS PROGRAM STRATEGIST Permanent Full Time

Job ID: C72-26

Location: Hybrid – Remote & 30 Centre Street, Orangeville, ON

Job Type: Permanent Full-Time (Non-Union)

Deadline to Apply: 4:30 p.m. on September 17, 2026

Vacancy Type: Current Opening

Reporting to the Program Manager, Early Years and Child Care, the Early Years Program Strategist is responsible for leading and contributing to the implementation of assigned early years programs, and supporting the enhancement of access, inclusion, and quality across licensed child care settings in the early years sector throughout the County of Dufferin, in accordance to the Ministry of Education guidelines, frameworks, early learning pedagogy, and service system requirements. This role develops strong relationships with municipal, provincial, and local early years sector organizations and partners. This includes working with licensed child care operators EarlyON Child and Family Centres, planning groups, universities/colleges and other municipalities. The Strategist responds to the diverse needs of children, families, and service providers by collaborating with educators and child care partners, collecting data, identifying trends, and creating actionable plans to support the sector to improve program quality and build capacity.

What we can offer YOU!

- A competitive hourly wage ranging between \$49.94 – \$58.43 (January 1, 2026 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Establish and maintain strong working relationships across Dufferin County's early learning community by frequently visiting programs, connecting with educators and Supervisors, iCAN teams and EarlyON staff
- Represent the County's Early Years and Child Care division at various committees and local and regional tables at the request of Program Manager EYCC
- Lead and direct new community initiatives including the identification and application of innovative programming and partnerships at the request of the Program Manager EYCC
- Assist in preparing reports and/or internal/external communications on program delivery, financial, and administrative reporting requirements for submission to Ministry of Education as well as to senior leadership, Council, and other stakeholder groups as required
- Use appropriate tools, processes, and reporting practices to collect and analyze data that will inform operational decision making by the Program Manager of EYCC
- Identify service providers in need of additional business support. Collaborate with licensed child care operators and relevant agencies to address service provision concerns and ensure contract/program compliance
- Develop, update, and maintain internal policies/procedures, accountability mechanisms, child care provider resources and tools, service agreements, and letters/forms as new information is released from

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the Ministry of Education regarding Ministry of Education initiatives. Prepare background information for recommendations for the allocation of child care resources as needed

- Have a working knowledge of relevant Ministry of Education legislation, policy and curriculum documents and interpret them in a way that supports the child care community needs
- Collaborate on the planning, development, and local implementation of the CWELCC system and/or other assigned early years programs, in compliance with the Child Care and Early Years Act and provincial guidelines
- Lead the implementation of assigned early years programs, such as plans to support the creation of new child care spaces, based on strategic directions and Ministry and Regional standards and requirements
- Ensure that growth and other initiatives address system gaps and are in consideration of prioritizing inclusion efforts
- Monitor trends within the local child care community, and support operators to provide high quality programming and maintain professional standards of practice
- Work alongside the Community Pedagogist to collect data, identify trends, and create actionable plans to support the sector to improve program quality, build capacity, and drive access and inclusion efforts
- Monitor Ministry of Education licensing inspection summary reports to identify trends and implement supportive strategies for operators to maintain licensing compliance
- Receive and review applications for funding, calculate, prepare cheque requisitions for service providers, and reconcile funding for assigned early years programs in compliance with Ministry of Education guidelines
- Complete other program activities, host professional learning opportunities, engage in initiatives and other community research/projects at the request of the Manager
- Assist child care operators to increase program quality by implementing the Quality framework objectives and supporting educators to meet identified goals
- Focus efforts on recognizing, validating, and building the capacity of ECEs and child care workers in Dufferin to increase workforce retention strategies
- Provide guidance and recommendations to support centre-based and home-based licensed child care operators to build capacity prioritizing inclusive, equitable, and accessible best practices
- Collaborate with Community Pedagogist to build pedagogical leadership capacity throughout the early learning sector
- Work to establish and support communities of practice to support early childhood educators and child care centres (i.e. Supervisor Network Gatherings, Inclusion Network Group)
- Support the planning and organizing of large events and conferences, including facilitation of committees for community collaboration
- Develop, facilitate, and implement professional learning opportunities including training materials and presentations across all areas of the early years community in Dufferin County
- Collaborate with child care providers and educators to identify program and capacity building needs and opportunities related to the four foundations of How Does Learning Happen, Ontario's Pedagogy.
- Other duties as assigned

What you'll bring

- Two (2) year degree or diploma in Early Childhood Education or equivalent combination or education and/or experience
- Member of the College of ECE, in good standing
- Minimum of three (3) years in the Early Years and/or municipal government sector, with experience in strategic planning, and program evaluation preferable.
- Proficient in the use of Microsoft Office 365, basic graphic design software such as Canva, and ability to quickly learn other software such as learning management systems.
- Comprehensive understanding of Ontario's Pedagogy of How Does Learning Happen, Ministry of Education legislation,
- Experience in event planning
- Knowledge of Child Care and Early Years Act (CCEYA) and Early Years and Child Care funding program
- Relationship and conflict management skills to work effectively with all levels of contacts both internal

and external

- Demonstrated communication skills to effectively communicate ideas in an objective manner, and adapt communication style to suit situation and audience
- Demonstrate research, analytical, and problem solving skills for enhancing and developing models related to a range of Early Years and Child Care programs
- Knowledge of, and experience in, operational and administrative practices in child care operations, including financial accounting practices, budgeting, and contract management
- Knowledge and understanding of equity and inclusion approaches and principles in early years settings, including groups that face the greatest barriers to child care access, including special needs, and other under-represented families
- Analytical, organizational, problem solving, and continuous improvement skills for long-term visioning and to interpret and apply legislation, policies, and procedures.
- Ability to translate Ministry policies and plans into results-oriented actions
- Valid Class G driver's license and access to reliable transportation required
- Clear criminal reference check including vulnerable sector screening
- Supervisory experience

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [Early Years Program Strategist | Career Opportunities](#)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by October 9, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

