



**BCACDI**  
The BC Association for Child Development and Intervention

**Request for Proposal (RFP): Provincial Advocate for BCACDI**

**Location:** Remote, with occasional travel within British Columbia

**Contract Role:** Part-time, approximately 700 hours per year, annual compensation of around \$60,000

**Please submit proposal by March 31<sup>st</sup>, 2025**

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**About BCACDI:**

The BC Association for Child Development and Intervention (BCACDI) is a provincial network of agencies providing child development and therapy services for children and youth with support needs across British Columbia. Our mission is to advocate for developmental supports, collaborate with organisations and government, and build capacity within the sector to provide accessible, inclusive, and effective services for children and families. We represent 41 community-based, not-for-profit member organisations supporting over 30,000 children, youth, and families annually.

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**Role Overview:**

BCACDI is seeking a **Provincial Advocate** to lead, communicate, and advocate for our members and the children and families they serve. The ideal candidate will have a deep understanding of child development services, leadership experience, and the ability to foster relationships across diverse stakeholders.

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**Key Responsibilities:**

**1. Leadership & Strategy:**

- Provide strategic direction for BCACDI's operations and initiatives.
- Serve as a key representative for BCACDI with external partners and stakeholders.
- Guide the BCACDI Board and member agencies, identifying opportunities to advance the mission and vision.

**2. Communication & Engagement:**

- Manage internal and external communication, keeping members informed on BCACDI's activities.
- Oversee updates and engagement through BCACDI's website and other communication channels.
- Ensure consistent and transparent communication with partners and stakeholders.

**3. Relationship Building & Advocacy:**

- Advocate for BCACDI and its members at government levels and with external partners.
- Support member agencies in representing their interests and navigating government relations.



#### 4. Operational Excellence & Administration:

- Manage daily operations, including the website, essential documents, and vendor/contractor coordination.
- Coordinate BCACDI's three annual member meetings, including agenda and presentation development.
- Administer financial disbursements and handle other administrative functions as needed.

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#### Qualifications & Experience:

- **Education:** Degree in a human services-related field (additional qualifications in a related discipline preferred).
- **Experience:** Minimum 5 years of experience in a leadership or senior role within a non-profit, healthcare, or similar organisation. Experience in Early Intervention and care is an asset.
- **Skills:**
  - Proven experience in government relations, contract management, and stakeholder engagement.
  - Strong leadership, communication, and strategic thinking abilities.
  - Ability to adapt in a dynamic, fast-paced environment while managing multiple priorities.
  - A commitment to diversity, inclusion, and respect in organisational culture.

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#### Why Join Us?

This is an exciting opportunity to be part of an innovative organisation making a real difference in the lives of children, youth, and families in British Columbia. As Provincial Advocate, you will contribute your expertise to shape the future of child development and therapy services across the province.

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#### Proposal Submission:

Interested contractors should submit a proposal including a resume, cover letter, and detailed qualifications to [jobs@bcacdi.org](mailto:jobs@bcacdi.org). We look forward to receiving your application!

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*Note: The role is flexible and offers part-time, remote work with occasional travel within British Columbia. Annual compensation is approximately \$60,000 based on an estimated 700 hours per year.*