



# Employment Opportunity

**Central Peace Family and Community Support Services (FCSS)  
and the MD of Spirit River No.133 are currently hiring for:  
FCSS COORDINATOR**

The Central Peace Family Community Support Services is a three municipality inter-municipal program administered by the MD of Spirit River No.133 and including the Town of Spirit River and the Village of Rycroft. We have an exciting career opportunity for a well-organized, enthusiastic, creative, flexible and adaptable professional who will bring innovative and effective leadership to the position of Family and Community Support Services Coordinator.

The successful candidate will be charged with the responsibility of managing the FCSS program, working with the Board in the design, implementation, coordination, administration, and financial reporting, of preventative social service programs that conform to the intent and guidelines of the Provincial Government's FCSS program. A copy of the full job description is available upon request.

## **The Ideal Candidate will have the following Qualifications:**

- Ability to manage multiple projects and tasks in an ever-changing, fast-paced environment
- Excellent organizational and communication skills, both verbal and written
- Experience or demonstrated ability to prepare budgets and manage projects within budget
- Experience and working knowledge of Microsoft Office
- Strong public relations skills including public speaking, media relations, and presentation skills
- Experience in a Leadership role, strong leadership skills, experience delegating duties, and supervising others
- Ability to work collaboratively with Board, staff, funders, stakeholders, and community members and organizations
- Passion for helping others and enhancing community connectivity, creative problem-solving ability, highly motivated, and ability to maintain a high level of understanding and awareness of local community needs
- Able to work flexible hours as required
- Commitment to represent the employer with integrity and professionalism
- Current First Aid with CPR is an asset
- Criminal Record Check will be required

**Applications are open until a suitable candidate is hired. We thank all applicants in advance for their interest, only candidates to be interviewed will be contacted.**

The MD of Spirit River No.133 offers a competitive salary and benefits package for this permanent position. If interested, submit your resume in confidence, including salary expectations and three references to the attention of:

Shirley Hayden

Human Resources Advisor, Municipal District of Spirit River No.133

P.O. Box 389 Spirit River AB T0H 3G0

Via email to: shayden@mdspiritriver.ab.ca

Or drop off at the MD of Spirit River office: 4202- 50 st Spirit River:

Monday to Friday 8:30 a.m. - 4:00 p.m. (closed for lunch from noon to 1:00)



# Employment Opportunity

**Central Peace Family and Community Support Services (FCSS)  
is currently hiring a PROGRAM ASSISTANT**

**Central Peace FCSS is looking for a creative and enthusiastic individual to fill the position of Program Assistant.**

**Reporting to the Program Coordinator, the successful candidate will carry out the following responsibilities:**

- To assist the Program Coordinator with the planning, organizing, and evaluation of FCSS programs and services.
- To plan and organize programs that enhance the well-being of individuals, families, and communities.
- To assist with the planning and implementation of special events and celebrations.
- To serve as a community referral agent with the objective of connecting individuals with the appropriate resources.
- To collaborate with service agencies and businesses operating within the community to deliver social initiatives.
- To assist in the administrative functions of the FCSS department, including report writing, production of advertising and marketing materials, understanding and working with project budgets, and other duties as directed by the Program Coordinator. As well as acting in place of the Coordinator on occasion.

**Qualifications for this position include:**

- Strong skills in networking and advocating for programs to other professionals and volunteers in the community.
- The ability to relate effectively to people of diverse economic, social and ethnic backgrounds.
- Patience and flexibility in an ever changing environment.
- Good communication and organization skills.
- Professionalism is a must in attire and attitude.
- Respect and confidentiality is required in dealings with FCSS programs, clients and board members.
- Firm understanding of Social Media for the use of networking and advertising. i.e. Facebook, Twitter and Instagram.
- Proficiency in Excel, Microsoft Word, and Publisher is an asset.
- Data entry and website editing and design are valuable skills.
- Experience working in the human services field is an asset.

**We thank all applicants in advance for their interest, however, only those applicants  
who will be interviewed will be contacted.**

Please submit cover letter along with resume and references in a sealed envelope marked "Personal & Confidential" to the attention of: Shirley Hayden

Via mail to: Box 389, Spirit River AB T0H 3G0

Via email to: [shayden@mdspiritriver.ab.ca](mailto:shayden@mdspiritriver.ab.ca)