



Employment Opportunity

Central Peace Family and Community Support Services (FCSS) and the MD of Spirit River #133 are currently hiring an FCSS COORDINATOR

The Central Peace Family and Community Support Services is a multi-municipality program administered by the MD of Spirit River #133, and includes 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 tasked 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;
- Must have financial knowledge and be capable of understanding budgets and financial statements;
- 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 #133 offers a competitive salary and benefits package for this permanent position. Additional information on the scope of this employment opportunity can be found in FCSS Policy 1-L. Please submit your resume in confidence, including salary expectations and three references to the attention of:

Central Peace FCSS Attn: Human Resources
Via email to: mbremont@mdspiritriver.ab.ca
Or drop off at the MD of Spirit River office: 4202- 50 St, Spirit River