



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.

Wage & Work Hours:

Successful candidate will receive \$22-25 /hour based on experience and education. This is a part-time position of 20 hours/week.

Date Posted: September 5, 2025 until a suitable candidate is found
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:

Central Peace FCSS Attn: Human Resources

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

Via email to: mbremont@mdspiritrivier.ab.ca

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