



Town of Drayton Valley

EMPLOYMENT OPPORTUNITY

Position Title	Program Assistant	Closing Date	August 24, 2012
Department	Family and Community Support Services (FCSS)	Reporting To	Lola McGhie FCSS Coordinator
Level / Grade	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/>		

General Description

Drayton Valley and District Family and Community Support Services endeavors to enhance the well-being and resiliency of the community of Drayton Valley & District by providing information, education and funding for organizations who provide preventative services. By coordinating, networking and partnering with local service agencies, Drayton Valley and District FCSS helps people to develop independence and resistance to crisis while creating an awareness of social needs and providing tools and resources to build a strong community.

FCSS is looking for a creative and enthusiastic individual to assist the Program Coordinator with the planning, organizing, implementation and evaluation of FCSS programs and services. The successful candidate will be goal orientated, share our passion for community and show an enthusiasm for program development.

Responsibilities

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

- To plan and organize programs that help to develop locally driven preventive social initiatives 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 cooperate, communicate, and collaborate with allied service agencies and businesses operating within the community to deliver preventive social initiatives.
- To assist in the administrative functions of the FCSS department, including report writing, production of advertising and marketing materials, financial reporting, proposal writing, minute taking and other administrative duties as directed by the Program Coordinator.

Qualifications

Qualifications for this position include:

- A solid understanding of the philosophy of prevention.
- Creativity and enthusiasm for program development.
- The ability to work independently.
- 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.
- Excellent organizational skills and the ability to multi-task.
- Good written and oral communication skills.
- Proficiency in Excel, Microsoft Word, Access and Publisher is an asset.
- Training/education in the area of human services and previous experience working in the human services field is preferred. Related education /experience may be considered.

Salary / Benefits

Salary is competitive, commensurate with experience and qualifications.

Full benefit package.

Great educational and training opportunities that relate to this position.

Flexible work environment considers work/life balance.

Additional Information

The successful candidate must be prepared to work flexible hours to accommodate planned activities and to meet with local stakeholders.

Please submit cover letter along with resume and three references detailing how you meet the above qualifications, in confidence to the attention of: Lola McGhie

Via mail to: Box 6837 Drayton Valley, AB T7A 1A1

Via fax to: (780)542-5753

In person to: Drayton Valley Civic Centre (Town Office) 5120 – 52 Street

Application Deadline: **Friday, August 24th, 2012 (or until suitable candidate is found)**

For more information please phone 780.514.2204

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.