



## **FCSS Program Support & Capacity Building Consultant**

The Family and Community Support Services Association of Alberta (FCSSAA) is seeking an experienced consultant to develop practical resources and supports that strengthen capacity across Alberta's Family and Community Support Services (FCSS) network.

[FCSSAA](#) is a provincial membership organization representing and supporting FCSS programs throughout Alberta through advocacy, professional development, capacity building, communication and connection.

### **The Opportunity**

FCSS Directors provide leadership in diverse communities across Alberta while navigating provincial and municipal requirements, building community partnerships and supporting effective preventive social services.

A key focus of this contract will be developing a suite of orientation and capacity-building resources for new FCSS Directors. The consultant will work with FCSSAA, FCSS Directors, the Government of Alberta and other partners, as appropriate, to identify needs and develop practical, accessible resources that support Directors as they enter and grow in their roles.

The contract may also support other FCSSAA capacity-building initiatives as priorities emerge.

### **Key Areas of Work**

#### **New Director Orientation and Support**

Lead the development of a coordinated suite of resources to support new FCSS Directors. This may include:

- engaging FCSS Directors to identify priority information, common challenges and resource gaps;
- reviewing and organizing existing FCSSAA and Government of Alberta resources;
- developing a practical orientation pathway for new Directors;
- creating tools such as checklists, guides, templates, annual calendars and resource directories;
- developing resources to help Directors understand the FCSS mandate, legislation and regulation, provincial and municipal roles, reporting and accountability requirements, and the broader FCSS network;
- supporting and strengthening the current New Directors Mentorship Program while exploring opportunities for additional mentorship and peer connection;

- developing orientation and learning opportunities for new Directors, including content to be delivered through the annual Directors' Network Conference; and
- recommending a process for maintaining and updating orientation resources over time.

The intent is not to duplicate existing resources, but to make information easier to find, understand and apply.

### **Program Support and Capacity Building**

Additional work may include:

- supporting implementation of new FCSSAA and provincial resources and initiatives;
- gathering feedback from FCSS programs about implementation challenges with current resources, emerging needs and opportunities for improvement;
- supporting knowledge sharing across the FCSS network; and
- helping bridge provincial initiatives and local implementation by ensuring resources are practical and responsive to the realities of FCSS programs.

### **What We're Looking For**

The ideal candidate will bring experience in several of the following areas:

- resource, curriculum or toolkit development;
- adult learning, training and facilitation;
- capacity building, stakeholder engagement and consultation;
- translating complex information into clear, practical resources;
- project management;
- local government, community development, preventive social services or the non-profit sector; and
- working collaboratively with government, municipal and community partners.

Knowledge of Alberta's FCSS Program would be a strong asset.

Strong written communication, organization, relationship-building and facilitation skills are essential.

### **Contract Details**

This is an independent contract opportunity with FCSSAA.

**Contract value:** Up to \$60,000 inclusive of all applicable provincial and federal taxes and benefits. The proposed budget should include all fees and anticipated expenses associated with completing the work, including travel.

**Contract term:** Approximately October 2026 to May 2027, including participation in the 2027 Directors' Network Conference in Calgary (date TBD). The financial component of the contract will be invoiced by March 31, 2027, with agreed-upon activities and deliverables continuing through the end of the contract term.

**Location:** Alberta. Work will primarily be completed remotely, with some travel and in-person participation required.

The consultant will work closely with the FCSSAA Executive Director and manage their work independently, with regular communication regarding progress, priorities and deliverables.

### **How to Apply**

Interested applicants are invited to submit:

- a brief proposal outlining their interest, relevant experience and proposed approach;
- a résumé or summary of qualifications;
- examples of similar work or resources developed, where available; and
- a proposed budget, including consulting fees, travel and other anticipated expenses, to a maximum contract value of \$60,000.

Please submit applications to Mellissa Kraft at [director@fcssaa.org](mailto:director@fcssaa.org) **by October 9, 2026**.

Questions about the opportunity may be directed to [director@fcssaa.org](mailto:director@fcssaa.org).

FCSSAA thanks all applicants for their interest. Only those selected for further discussion will be contacted.