



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.
- Attend events and seminars to promote local FCSS programs and other resources available in our area.
- Will be expected to assume responsibilities of FCSS Coordinator in his/her absence
- To assist in the administrative functions of the FCSS department, including report writing, production of advertising and marketing materials, financial reporting, proposal writing, and other duties as directed by the Program Coordinator.

Qualifications for this position include:

- A solid understanding of the philosophy of prevention.
- 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.
- Proficiency in Excel, Microsoft Word, and Publisher is required.
- Experience working in the human services field is an asset.

Wage & Work Hours:

Successful candidate will a competitive wage plus benefits and must be prepared to work a minimum of 30 hours per month.

Applications will continually be accepted until a suitable candidate for the position has been hired.

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: Cesia Romero

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

Via fax to: (780)864-4303

Via email to: FCSS@mdspiritriver.ab.ca

Please Note: Successful applicants must be prepared to join C.U.P.E Local 787 SUB