



Company: Town of Fort Macleod

Position: Family and Community Support Services Coordinator

Job Description:

Select People Solutions is pleased to be working with the Town of Fort Macleod in their search for a FCSS coordinator! Successful candidates will be experienced in community outreach and understand what resources are needed to ensure community needs are met. If you are a motivated individual who wants to be engaged with their community and has strong diplomatic communication skills, we want to hear from you!

What's in it for You?

- Pension
- Benefits
- 3 weeks vacation
- Being directly involved in the growing community – doing work that matters!

Compensation & Hours:

- The expected salary is \$65K/yr.
- Monday-Friday, with flexibility based on program or event needs
- Located in office – Fort Macleod
 - Strong preference will be given to candidates located within Fort Macleod or the Willow Creek district (or willing to relocate)

Position Summary:

- Implementing, overseeing, and coordinating preventative social service programs, designed specifically for the needs of local residents
- Managing the daily operations of FCSS, including the supervision of staff, volunteers, and programs
- Writing and managing grant applications
- Representing the FCSS program and the Board at a variety of events, programs, and meetings
- Providing direct community support - ensuring programs and services are accessible and known to those in the community
- Developing and delivering preventative social programs based on the expressed and trending needs of local residents
- Promoting community engagement in social events and programs
- Monitoring program guidelines, budgets, and funding
- Reporting on programs and events to both FCSS and the Town to ensure outcomes and budgets meet projected targets

Required Qualifications:

- Post Secondary Education
- 2+ years of experience in community outreach, or social program development
- Proven leadership skills, managing teams, volunteers, events, and/or programs

- Experience writing and managing grant applications – strong interpersonal communication skills
- Ability/Experience working with and developing budgets, including monitoring, projecting, and reporting
- Proficiency with Microsoft Office Suite
- Must be able to provide a clean Criminal Record Check, including Vulnerable Sector Check
- Class 5 license and clean driving record

Bonus Points For:

- Candidates located in Fort Macleod or the Willow Creek district
- Experience working with vulnerable populations
- Post Secondary Education in Human Services

Right People. Right Seat.

Exciting Job Opportunities in Lethbridge!

How to Apply:

- Go to our website at <https://jobs.selectrecruiting.ca/> and click “Apply Online.” OR apply directly by emailing your resume to Samantha.friesen@selectrecruiting.ca
- Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not be able to consider your job application.