INTERNAL POSTING

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| Position Title | FCSS PROGRAM ASSISTANT (MATERNITY LEAVE) | | |
| Department | FAMILY AND COMMUNITY SUPPORT SERVICES | Reporting To | FCSS COORDINATOR |
| Level / Grade | Full Time  Permanent Part-Time  Temporary  Contract  Casual | Closing Date | FEBRUARY 15, 2016 |

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| **Position Summary** |
| The FCSS Program Assistant role is to assist the FCSS Program Coordinator with the planning, organizing, implementation and evaluation of FCSS programs and services. |

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| **Primary Responsibilities** |
| Reporting to the Program Coordinator, the Program Assistant will carry out the following responsibilities:   * To plan and organize programs that help to develop locally driven preventative 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 preventative 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. |

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| **Decision Making Role** |
| Works under occasional supervision. Some independence of action/decision making and some use of judgment.  Impact of errors – errors probably detected in work unit which they occurred. |

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| **Major Inter-Personal Contacts** |
| Works directly with clients and with external agencies to coordinate programs and events. Contacts which are important or frequent but of a “non-selling” nature. |

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| **Supervision** |
| This is a non-supervisory role. |

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| **Qualifications** |
| * High School Diploma * 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 and ever-changing environment. * Excellent organizational skills and the ability to multi-task. * Good written and oral communication skills. * Proficiency in Excel, Word, Access, Publisher and other Microsoft Office products. * Training and education in the area of human services and previous experience working in the human services field is preferred. Related education/experience may be considered. |

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| **Experience** |
| Minimum 2 years experience in a related role. |

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| **Additional Information** |
| The successful candidate must be prepared to work flexible hours to accommodate planned activities and to meet with local stakeholders.  Please submit a cover letter outlining your skills and experience along with your resume in confidence to:  Human Resources Coordinator  Town of Drayton Valley  Box 6837  Drayton Valley, AB, T7A 1A1  Fax: (780)542-5753  Email: [personnel@draytonvalley.ca](mailto:personnel@draytonvalley.ca)  **Deadline to apply is no later than 4:30 pm on Monday, February 15, 2016.** |

*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.*