

**Community Adult Learning
Program Coordinator/Community Employment Re-
source Centre Informational Consultant
Town of Fox Creek**

Competition #: 15-2020

Position Summary:

The Community Adult Learning Program offers adult literacy and foundation learning programs, English Language Learning, and other adult learning programs. The employment program assists clients in meeting their career, occupational, learning and work search goals, which enable them to make informed job market decisions. This position would involve working within these two programs.

Responsibilities:

May be required to adhere to processes and policies in support of Municipal goals and legislative requirements.

- Developing, planning and executing programming to meet the needs of clientele and the community
- Acting as a liaison and maintaining good working relationships with applicable governing bodies and organizations
- Maintaining a resource centre containing information relevant to the programs
- Planning, developing and implementing advertising and marketing strategies
- Maintaining filing systems and client files
- General accounting tasks such as budgeting and coding expenditures

Qualifications and Education Requirements:

- Shall have a high school diploma or equivalent
- Should have a post-secondary education in Human Services or Adult Learning Certificates
- Have a minimum of 5 year practical experience or combination of education and experience
- Provide a clean Vulnerable Sector Check
- Be proficient in Microsoft Office, as well as excellent organizational abilities and good knowledge of additional computer applications
- Have the ability to work with clients from all age groups and of diverse cultural groups, one on one or in a group setting

***For detailed job description email employment@foxcreek.ca
quoting the competition number***



Interested?

We are a thriving, vibrant, rural community situated along Highway 43 between Edmonton and Grande Prairie, AB. We are proud to offer residents an opportunity to pursue their active lifestyles in our facilities and parks.

Please submit your resume and cover letter by quoting the competition number in the subject line:

Email:

employment@foxcreek.ca

Mail or in person:

Town of Fox Creek
102 Kaybob Drive
PO Box 149
Fox Creek, Alberta T0H 1P0

We thank all applicants, however only those chosen for an interview will be contacted.

Position Type

Contract Full-Time (35 hrs\wk)

Hours of Work

Monday to Friday
some evenings and weekends required

Competition Close Date

September 18, 2020