

# WE ARE HIRING



## ABOUT THE TOWN OF FOX CREEK

Fox Creek is a citizen-focused vibrant and sustainable community, embracing diversified economic partnerships and prides itself on small-town family values. The Municipality of Fox Creek is a vibrant bustling hotbed of economic activity in the heart of the Duverney. Known mainly for its bountiful wilderness, Fox Creek showcases the very best of the surrounding forests, lakes and wildlife, making it the perfect location for enjoying the outdoors. Fox Creek combines a serene wilderness experience, with small-town hospitality, first class amenities, and a reliable service centre for the active oil and gas industry surrounding the community. Fox Creek is a great place to call home.

## ABOUT THE POSITION

Are you someone who is passionate about the Town of Fox Creek and all it has to offer? Are you someone who would thrive welcoming and assisting new member of our community, providing all available resources to ensure smooth transitions? If so, you sound like a match for the Community Resource Centre Facilitator Position. This role focuses on the Newcomer Navigator Program which works to assist newcomers and employers with attraction and retention of newcomers to the community.

### WHAT WILL YOU BE DOING?

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

Responsibilities will include but are not limited to the following:

- Developing, planning and executing programming to meet the needs of clientele and the community
- Direct clients to available resources, services, programs and event to help increase awareness and provide support
- Develop an understanding of clients needs and be able to respond effectively
- Creating and maintaining partnerships with stakeholders and similar agencies/service providers
- Maintaining a resource centre containing information relevant to the programs
- Planning, developing and implementing advertising and marketing strategies
- Generate reports through data collection and compilation
- Maintaining filing systems and client files
- General accounting tasks such as budgeting and coding expenditures
- Assist other CRC programs in a partnership role
- Other duties as assigned.

### HOW TO APPLY

COMPETITION #: 08-2024  
DEADLINE: Until suitable candidate is found

Please submit a cover letter and resume quoting the above stated competition number, not later than the deadline shown.

In your cover letter please share information about yourself, explain why you are interested in this role and joining the team at the Town of Fox Creek.

APPLICATIONS CAN BE SUBMITTED BY:

Email: [employment@foxcreek.ca](mailto:employment@foxcreek.ca)

Mail: Town of Fox Creek  
Attention: Human Resources  
Personal & Confidential  
PO Box 149  
Fox Creek, AB  
TOH 1P0

In-person: Town of Fox Creek Administration Office  
108 Kaybob Drive, Fox Creek, AB

*We thank all applicants for their interest. However, only candidates invited for interviews will be contacted*



## COMMUNITY RESOURCE CENTRE FACILITATOR

### WHAT ARE WE LOOKING FOR?

#### Minimum Requirements

- Highschool Diploma or equivalent
- Should have relevant post-secondary education or combination of education and work experience
- Have a minimum of 5 years practical experience or combination of education and experience
- Be proficient in Microsoft Office, as well as excellent organizational abilities and good knowledge or additional computer applications
- Have the ability to work with clients from all age groups and of diverse cultural groups, one on one or in group setting
- Acceptable Driver's Abstract
- Provide a clean Vulnerable Sector Check
- A valid Class 5 Driver's License

#### Additional Requirements

- Build, foster, and sustain a positive public image

### WHAT DO WE OFFER?

#### WHEN WILL YOU BE WORKING?



Term Contract Full Time  
35 hours/week

Monday to Thursday  
8:00 am to 4:30 pm

Friday  
8:00 am to 1:00 pm

*Some evenings and weekends as required*

#### WHAT WILL YOU BE PAID?



\$ 28.12 - \$36.68/hour

Placement within this range will depend on experience

#### WHAT ARE THE PERKS?



Health, Vision & Dental Benefits

Life Insurance

Short Term Disability

Long Term Disability

Employee & Family Assistance Program

Pension Program

with Employer matched contributions

Paid Vacation Days

Paid Sick Days

\$200 annual Wellness Allowance for the  
Fox Creek Greenview Multiplex

*For a more detailed job description email [employment@foxcreek.ca](mailto:employment@foxcreek.ca) quoting the competition number.*