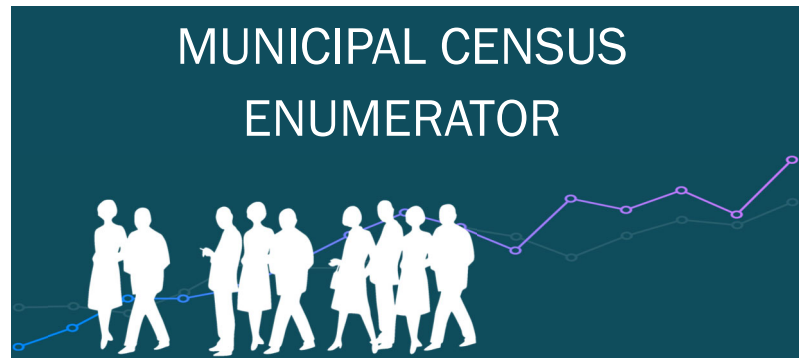


# WE ARE HIRING



## 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

The Town of Fox Creek is seeking self-driven individuals with great communication skill interested in assisting with the collection of data for the 2024 Municipal Census. Municipal Census Enumerators will conduct in-person interviews with individuals to collection demographic and economic information.

### 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:

- Conducting door to door interviews with individuals residing within the Town of Fox Creek
- Explaining the objectives of the Census to the people being interviewed
- Assist people in filling out survey forms and explain items on survey forms
- Identify and report any issues that may arise while attempting to obtain valid data
- Ensure completed assignments and progress is reported
- Other duties as assigned.

### WHAT ARE WE LOOKING FOR?

Minimum Requirements

- Must be able to legally entitled to work in Canada
- Must be over the age of 16 years old
- Able to understand oral and written instructions
- Able to read, write, speak and understand English
- Strict attention to detail to collect and record data
- Able record data through use of a tablet
- Can communicate effectively with members of the community of various age groups and of diverse cultural groups
- Good time management and organizational skills
- Ensure confidentiality and security of data collected
- Able to walk long distances
- Ability to work independently and follow procedures provided
- Provide an acceptable Criminal Record Check

### HOW TO APPLY

COMPETITION #: 09-2024  
DEADLINE: Until suitable candidates 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*

### WHAT DO WE OFFER?

#### WHEN WILL YOU BE WORKING?



Term Contract

Flexible scheduling available.

Some evenings and weekends will be required.

#### WHAT WILL YOU BE PAID?



\$25.00 per hour

#### WHAT ARE THE PERKS?



Invaluable work experience, gaining a diverse set of skills.



Assisting with the collection of invaluable data for the betterment of the community as a whole.



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