

WE ARE HIRING

COMMUNITY RESOURCE CENTRE FACILITATOR

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 a lifelong learner who thrives in an environment where you lend a helping hand? Are you skilled at grasping the needs of a community and developing and implementing educational programs to fulfill them? If so, you sound like a match for the Community Resource Centre Facilitator Position. This role focuses on the Community Adult Learning Program, which encompass adult literacy and foundational learning programs, English Language Learning, and other adult education initiatives.

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
- 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
- Other duties as assigned.

HOW TO APPLY

COMPETITION #: 15-2024
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

Mail: Town of Fox Creek
Attention: Human Resources
Personal & Confidential
PO Box 149
Fox Creek, AB
T0H 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



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

WHAT ARE WE LOOKING FOR?

Minimum Requirements

- Highschool Diploma or equivalent
- Should have a post-secondary education in Human Services or Adult Learning certificates
- 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

Additional Requirements

- A valid Class 5 Driver's License
- Build, foster, and sustain a positive public image

WHAT DO WE OFFER?

WHEN WILL YOU BE WORKING?



Full-Time Permanent
up to 35 hours/week

Monday to Thursday
8:00 am - 4:30 pm
Friday
8:00 am - 1:00 pm

Some evenings and weekends will be required.

WHAT WILL YOU BE PAID?



\$ 29.39 - \$38.33/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
Banked Time Program



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