



Employment Opportunity

The St. Paul Regional
Family & Community Support Services
is seeking a full-time
Programmer

St. Paul is a friendly progressive community located in east-central Alberta. It is a major trading center for the surrounding area with an economic mix of agriculture and the oil and gas industry.

Family & Community Support Services (FCSS) is seeking a flexible individual that has a passion for administrative, customer focused work and is interested in joining the organization. FCSS is a partnership between the Province of Alberta and the Region of St. Paul to provide preventative social programming.

The successful candidate will assist the FCSS Director with the creation, promotion and delivery of various prevention and awareness programs.

You will be primarily responsible for volunteer connection, website management, promotion development, building partnerships and other administration duties.

The ideal candidate will have:

- High school diploma, post-secondary education in business administration or social work is an asset.
- Cultural Awareness or Diversity and Inclusion Training is preferred.
- Progressively responsible experience in human services, including a minimum of 2 years clerical and/or administrative support experience.
- Demonstrated computer skills include MS Office, Canva, social media platforms and other web based software.
- Proven ability to deliver accurate and efficient administrative support.
- Experience with child and youth development and a passion to contribute to the well-being of individuals, families & community.
- Experience working with diverse community demographics.
- Excellent public relation skills with the ability to communicate with others effectively.
- Proven ability to collaborate effectively with partner organizations.



This is a permanent full-time position with paid benefits & pension plan participation. Regular hours are 8:30 – 4:30 (Monday – Friday) with occasional evenings and week-ends (as programming requires).

FCSS will require the successful applicant to provide a criminal record check and a vulnerable sector check upon offer of employment.

Please forward a cover letter & resume on or before Nov 28, 2024 to:

St. Paul Regional FCSS
Box 1480
St. Paul AB T0A 3A0
Attention: Brenda Billo
Email: bbillo@town.stpaul.ab.ca
Phone: 780-645-5311

We thank all applicants, however, will only contact those selected for an interview.