

# EMPLOYMENT OPPORTUNITY

## FCSS COMMUNITY DEVELOPMENT COORDINATOR (TERM POSITION)

### POSITION SUMMARY

The Vegreville & District Family & Community Support Services (FCSS) department operates on a mandate of early and later and later stage prevention and provides services that enhance the social well-being of a community.

Under the direction of the Manager and Assistant Manager for the FCSS department, the employee in the position focuses on resident-led community development, engagement, taking collective action and works towards strengthening local agencies, non-profit organizations, and community groups.

### RESPONSIBILITIES & POSSIBLE ROLES INCLUDE:

- Complementary: Capacity Builder / Educator/ Convener/ Advocate
- Shared: Coordinator/ Planner or Regulator
- Lead: Service Provider

### AREAS OF FOCUS INCLUDE:

- Information & Referrals: Improving residents' access to services.
- Education & Awareness: Building capacity of community through education.
- Volunteer Development & Building Natural Supports: Facilitating connections and support networks that are the bridge between residents and organizations.
- Access to Services & Navigation Supports: Support residents by listening to their challenges, connecting them with resources, and assisting with forms that improve their well-being.
- Relationship/Rapport Building & Communication: Build and strengthen positive relationships within the community and across organizations by actively listening, communicating effectively, and engaging with others in a welcoming and professional manner.

### EDUCATION & KEY COMPETENCIES

- Post-secondary education in Social Science, Social Work, or a related human services field (or equivalent combination of education and experience).
- Additional training in areas such as social media, graphic design, Access to Information Act (ATIA), Protection of Privacy Act (POPA), first aid, crisis intervention, mental health, and basic tax preparation is considered an asset.
- Valid driver's licence, reliable vehicle, and ability to travel as required.
- Flexible availability, including evenings and weekends.
- Proficiency in Microsoft Office and online platforms such as Canva and Zoom.
- Required clearances: in good standing with CRA and able to obtain Criminal Record, Vulnerable Sector, and Child Services checks.

**Application deadline is Tuesday, March 10, 2026, at Noon. To apply, email your resume and cover letter to [employment@vegreville.com](mailto:employment@vegreville.com).**

**Thank you to all that apply. Only those selected for an interview will be contacted.**