



Summer Student Program Coordinator

Purpose of Position: Our organization maintains high quality standards in program delivery and reporting. We are looking for a very detail oriented individual whose main responsibility will be to participate in developing and maintaining program structure and administration. The successful candidate will be responsible for supporting the team, research, client service delivery, and daily operations of the programs.

Responsibilities (include but are not limited to):

- Participate/lead program development initiatives and follow through on all outstanding tasks
- Create and update program marketing material including brochures, web content, letters etc.
- Create program forms and other materials and service delivery tools as needed
- Ensure that the operation of the program meets the expectations of the organization
- Report findings to the Director and recommend changes to enhance the program as appropriate

Qualifications/ Skills Required:

- Excellent communication and interpersonal skills
- Flexible to work evenings and weekends if required
- Valid Alberta driver's license and access to a reliable vehicle is essential for local travel
- Computer Skills Required
- Enrolled in full time Secondary or Post Secondary education in previous year
- Ability to work independently and as part of a team
- Physical ability to carry out the duties of the position
- Assist with other FCSS programs as required.

This is a term position, commencing June 5, 2017 and ending on August 14, 2017. Regular office hours are 8:30am - 4:30pm Monday to Friday.

Qualified applicants are invited to submit a cover letter, resume, references, criminal record check and child intervention check by **FRIDAY - MAY 5th, 2017 at 4:00 p.m.** to:

Town of St. Paul FCSS
Box 1480
St. Paul, AB T0A 3A0
Email: lsmid@town.stpaul.ab.ca

We would like to thank all applicants for their interest. However, only those applicants selected for an interview will be contacted for further information.