



Employment Opportunity

The Town of St. Paul is looking for a **Lakeland Family Resource Network Program Assistant** to join our team. This position will be a permanent full time position. Normal working hours are between 8:30am to 4:30pm, Monday to Friday with the occasional requirement to work outside these hours. Travel to monthly partnership meetings may be required.

Key Duties and Responsibilities:

- Provide programs and services for early childhood development, parent education, family support, developmental screening, and information and referrals for ages 0-18 years of age
- Assist in developing program forms and other materials and service delivery tools
- Promotion of programs and events on media platforms
- Create and sustain partnerships within the community and network organizations
- Referrals and connections to additional support services as required by the family
- Participation in Emergency Support Service training and activation when required by the municipality
- Office coverage for FCSS staff
- Promotion and participation in department lead events for the community with FCSS
- Participation in our health and safety program

Qualifications and Skills Required:

- Ability to interact positively with parents and their children
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality
- Knowledge of community supports for families
- Ability to solve problems both independently and by working collaboratively with others
- Ability to be flexible, open and adaptable to changing circumstances
- Willingness to participate in any training or work related workshops as required
- Computer skills are required

Please send a cover letter and resume with two references to:

Human Resources Coordinator

Phone: (780) 645-1767

Email: humanresources@town.stpaul.ab.ca

Applications will be accepted until September 24, 2021 @ 4:30 pm MST

Please note the successful candidate will be required to provide a criminal record check and vulnerable sector check prior to their first day of work.

The Town of St. Paul thanks all applicants for their interest. Only those selected applicants will be contacted for further information and follow-up.