

### Why Work for the Town of Canmore:

For starters, you can take great pride in our collaborative organization, its positive work culture, and our amazing group of talented people. Our staff genuinely care about our community and accomplish outstanding work every day for its citizens.

The Family Connection Centre (FCC) is part of the Community Social Development (CSD) department and promotes child and youth development by providing space, tools, and community connections that empower individuals and families to be resilient and actively build a community where all individuals can thrive. The FCC programs are comprised of provincially funded Bow Valley Family Resource Network programs, which delivers prevention and early intervention services, and municipally funded Social Connections programs, which focuses on building connections between individuals and community.

### Position Overview:

The Family Connection Centre (FCC) Supervisor leads the Town's FCC team. As the lead for the FCC team, the supervisor is responsible for supporting staff with research, program development, and service delivery, and ensuring that programs and services align and promote CSD and council strategic goals. The FCC supervisor is also responsible for ensuring that all financial and program reports are complete and submitted on time, this includes reports related to grants, provincial funding and municipal funding. In addition, the FCC Supervisor leads and supports the FCC team to lead conversations with the province, other Family Resource Network programs, community, and the municipality. The FCC Supervisor must also promote a child development lens within the town and communicate the importance of child development in a way that is accessible to all individuals. The FCC Supervisor is part of the Community Social Development leadership team and must be able to act as CSD manager, as required. They are also part of the Emergency Social Services (ESS) leadership team and must be able to act as ESS Director on behalf of the CSD Manager, as required.

### Attributes:

This is the ideal career opportunity for someone who is seeking to make meaningful and direct impact in the community. The successful candidate will need to ensure their values align closely with ours and will thrive in a workplace culture of open & honest conversations, collaboration, appreciation, discernment for the whole, and developmental orientation. The successful candidate will need to have strong organizational skills and the ability to lead a team of highly motivated individuals to identify supports to ensure program participants' needs are being met either internally or via outside service referrals. Strong financial management and business writing skills are components of this position. This position will also require the successful candidate to use their political acumen and relationships skills to strategically stress the importance of child development within the municipality and help the FCC Team create/present programs that connect to municipal priorities.

### Qualifications:

- Post Secondary Degree from a recognized university in Social Work, Child Development, Psychology, etc. – **Required**
- Alberta Class 5 Drivers License – **Required**
- Acceptable Criminal Record Check and Child Intervention Record Check- **Required**

**Experience:**

- Min 2 years of related work experience working with children, youth, families, and community service providers- **Required**
- Demonstrated ability to manage a complex budget – **Required**
- Advanced proficiency with Microsoft office programs (particularly Excel), with the ability to independently create and edit a variety of documents and spreadsheets – **Required**
- Proven project management experience and expertise – **Required**
- Experience presenting information, progress reports and professional advice to councils or senior management for decision making – **Required**
- Previous experience in a management or supervisory position- **Required**
- Emergency Social Service experience – **Preferred**
- Experience in a municipal setting, and/or working with a board of directors – **Preferred**

**Compensation:**

- ✓ **Starting Compensation:** \$90,508.60 to \$95,550.00 per year to start, a competitive RRSP employer matching program, and generous vacation and sick time allotments
- ✓ **Earned Day Off (EDO) Program** Eligible- (i.e., Receiving an extra day off every three weeks!)
- ✓ **Benefits:** Health Care and Dental Care; Health Care Spending Account, and Wellness Spending Account, Employee and Family Assistance program

**Work Schedule:** Typically, Monday to Friday 8am-4:30pm; however, some flexibility will be required to work during the evening and weekends dependent on operational needs

**Closing Date:** May 29<sup>th</sup>, 2023

**How to Apply:** To apply, please [visit the job posting on our career opportunities page](#), upload your cover letter and resume (PDF or Word) and click the “Apply Now” button below.

To help us learn more about you, in your cover letter please clearly detail the following:

- ✓ Why you want to work with us in this position? Why Canmore?
- ✓ What do you love about Canmore, and how will you benefit the community in this role?
- ✓ What values, attitude and strengths will you contribute to our team?

*The Town of Canmore is an inclusive and equal opportunity employer. All applicants will be considered for employment without attention to age, colour, race, gender, ancestry, ethnic origin, disability or sexual orientation. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [hr@canmore.ca](mailto:hr@canmore.ca)*

*The Town of Canmore expresses wished to express our appreciation to all applicants for expressing their interest and effort in applying for this role; However, only shortlisted candidates will be contacted.*