



FULL-TIME EMPLOYMENT OPPORTUNITY

MANAGER

FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)

THE OPPORTUNITY- The Town of Mayerthorpe has a fantastic opportunity for a FCSS Manager to join the team of a vibrant municipality. This position reports to the CAO and is accountable for the administration and implementation of Family and Community Support Services programs offered by the Town. Responsibilities include providing leadership and supervision to both the family and community services and recreation services. The ideal candidate will have exceptional people skills, a demonstrated history of building and retaining high-functioning teams, be enthusiastic about providing excellent customer service to the residents, businesses, and community.

QUALIFICATIONS

- Two (2) to Five (5) Years of Applicable FCSS Experience in a Municipal Environment
- Five (5) Years of Supervisory/Management Experience
- Effective Written and Oral Communication Skills
- Ability to deal with the public in a courteous, diplomatic, and tactful manner
- Degree/Diploma in Social Science or Business Administration or a related field
- High Personal Motivation and Self-Management
- Ability to Relate Effectively to People of Diverse Backgrounds
- Previous Experience in Strategic Planning, Program Design, and Implementation
- Experience in Financial Planning, Proposal Development, and Grant Applications
- Experience Managing Staff and Working with Community Board
- Valid Driver's License and Reliable Vehicle
- Satisfactory Criminal Record and Child Intervention Check

SALARY AND BENEFITS

This position is full-time 35 hours a week. Compensation package, including salary, will be discussed during the personal interview.

Closing Date: February 5, 2025

***A complete job description is available on the Town website**

www.mayerthorpe.ca/work/employment-opportunities

Please send resumes to the attention of Christopher Leggett, Chief Administrative Officer at cao@mayerthorpe.ca

The Town of Mayerthorpe thanks all applicants for their interest, but only those selected for an interview will be contacted.