



Employment Opportunity
St. Paul Regional Family & Community Support Services
FCSS/LFRN Program Assistant

The St. Paul Regional Family & Community Support Services is seeking a **FCSS / LFRN Program Assistant** to join our team. This is a full-time permanent position working Monday to Friday, 8:30 a.m. – 4:30 p.m., with 1–2 evening shifts per week, occasional weekend work and travel to community programs, training, and partnership meetings as required. You'll support the delivery of programs and services that strengthen individuals, families, and the community.

Key Responsibilities:

- Collaborate with the FCSS Director and LFRN Programmer to identify community needs and develop programs that align with grant requirements.
- Prepare program materials, forms and tools.
- Promote events through community engagement and social media.
- Build and maintain partnerships with local organizations.
- Track program outcomes and community feedback.
- Prepare reports and recommend program improvements.
- Provide accurate and efficient administrative support.
- Provide office coverage as needed.
- Assist with community events, supply gathering, and logistics.
- Represent the Region of St Paul positively as a public relations ambassador.
- Follow health and safety practices and participate in emergency response training when required.

Education and Experience:

- High School Diploma (Post-secondary in Early Childhood Development, Social Work, or Human Services is an asset).
- Minimum 2 years' experience in human services, administration, or community program delivery.
- Experience with community organizations and resources.
- Cultural Awareness or Diversity and Inclusion training is an asset.

Knowledge, Skills, and Abilities:

- Strong interpersonal and communication skills — both verbal and written.
 - Ability to work with families, children, and diverse community members.
 - Proficient in Microsoft Office, Google Workspace, and social media platforms.
 - Organized, adaptable, and able to work independently and collaboratively.
 - Committed to confidentiality and professional conduct.
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Deadline to Apply: August 27, 2025

Please forward your cover letter & resume to:
St. Paul Regional FCSS
Box 1480
St. Paul, AB T0A 3A0
Attention: Brenda Billo

Email: bbillo@town.stpaul.ab.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted. Please note the successful candidate will be required to have a valid driver's licence and provide a criminal record check, vulnerable sector check and a driver's abstract prior to their first day of work.