



Employment Opportunity
The St. Paul Regional
Family & Community Support Services
is seeking a 15 hour a week
Youth Drop in Coordinator

St. Paul is a friendly progressive community located in east-central Alberta. It is a major trading center for the surrounding area with an economic mix of agriculture and the oil and gas industry.

Family & Community Support Services (FCSS) is seeking a flexible individual who has a passion for working with youth, ages 12-18 years. FCSS is a partnership between the Province of Alberta and the Region of St. Paul to provide preventative social programming and enhance overall well-being.

The successful candidate will provide programming for a youth drop-in pilot project, including planning, facilitating, and booking programming for youth from 3:30 p.m.-5:30 p.m., Monday through Friday.

You will be the primary contact for caregivers and partnering organizations concerning this project.

The ideal candidate will have:

- High School Diploma. Post-secondary education in social work is an asset.
- Cultural Awareness or Diversity and Inclusion Training is preferred.
- First Aid Certification
- Demonstrated computer skills including MS Office. Experience with Canva and social media platforms is an asset.
- A passion to contribute to the well-being of individuals, families & community.
- Experience working with youth in a formal or informal setting.
- Excellent public relations skills with the ability to communicate with others effectively.
- Strong organizational skills and ability to work both independently and in a team environment.

This is a contract position. Regular hours are 3:00 p.m. – 6:00 p.m. (Monday – Friday) with occasional evenings and weekends (as programming requires).



FCSS will require the successful applicant to provide a criminal record check and a vulnerable sector check upon offer of employment.

Please forward a cover letter & resume to:

St. Paul Regional FCSS
Box 1480
St. Paul AB T0A 3A0
Email: lsmid@town.stpaul.ab.ca
Phone: 780 645-5311

This job posting closes as soon as a suitable candidate is found.

We thank all applicants, however, will only contact those selected for an interview.