



## **Employment Opportunity**

The St. Paul Regional  
**Family & Community Support Services**  
is seeking a full-time

### **Lakeland Family Resource Network Programmer**

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

St. Paul Regional Family & Community Support Services (FCSS) is a partnership between the Province of Alberta and the Region of St. Paul to provide preventative social programming that supports the well-being of individuals, families, and communities. As part of this mandate, we are seeking a flexible, community-minded individual with a passion for child, youth, and family development to join our team as a Lakeland Family Resource Network (FRN) Programmer.

This grant-funded position is primarily responsible for the development, delivery, and evaluation of programs and services that promote early childhood development, parent education, family support, and referrals for children and youth ages 0–18 and their families.

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#### **Key Responsibilities:**

- Lead and support the design and implementation of programs that align with FRN grant objectives and community needs.
- Develop program materials, forms, and service delivery tools.
- Maintain compliance with grant criteria and standards.
- Establish and maintain partnerships with community and network organizations.
- Facilitate referrals and connections to appropriate supports for families.
- Attend FRN and partnership meetings.
- Participate in training and professional development opportunities.
- Track and report outcomes using the online platform and to the HUB organization.
- Monitor financial activity and support the development of Ministry-approved budgets.
- Maintain accurate financial records and collaborate with the FCSS Director on budget management.



- Manage social media accounts and oversee program promotion.
- Schedule and facilitate collaborative meetings with partners and stakeholders.
- Provide office support to FCSS staff as needed.
- Assist with FCSS-led community events and initiatives.
- Participate in Emergency Support Services training and activation when required by the municipality.

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#### **Education and Experience:**

- High School Diploma required; post-secondary education in Early Childhood Development, Social Work, or a related field is considered an asset.
- Completion of the Brain Story Certification through the Alberta Family Wellness Initiative (or willingness to complete).
- Minimum of 2 years of experience working with children, youth, and families in a community setting.
- Experience in Early Childhood Development programming is an asset.

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#### **Knowledge, Skills, and Abilities:**

- Strong communication and interpersonal skills with a passion for working with children and families.
- Demonstrated ability to think critically, solve problems, and take initiative to uncover root causes of family concerns.
- Knowledge of community-based supports and local resources.
- Experience with program budgeting and reporting.
- Proficiency in Microsoft Office, Google Workspace, and Meta.
- Cultural awareness and the ability to work respectfully with diverse populations.
- Ability to work independently and collaboratively in a fast-paced, evolving environment.
- Willingness to facilitate caregiver programs in varied environments (indoor/outdoor, evenings/weekends).
- Ability to maintain confidentiality and act with integrity.

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#### **Working Conditions:**

**Work Hours:** Full-time permanent position. Standard hours are Monday to Friday, 8:30 a.m. – 4:30 p.m., with 1–2 evening shifts per week and occasional weekend work.



**Work Environment:** Primarily office-based, with travel to community programs, training, and partnership meetings as required.

**Physical Demands:** Includes moderate physical activity (e.g., setting up program spaces, lifting items up to 50 lbs, etc.).

**Mental Demands:**

- Analytical Thinking & Problem Solving
- Critical Thinking & Decision Making
- Curiosity & Root Cause Analysis
- Emotional Resilience & Intelligence
- Cultural Awareness & Humility
- Financial Literacy & Responsibility

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**Pre-Employment Requirements:**

- Clear Criminal Record Check
- Clear Vulnerable Sector Check
- Valid Driver's License and Driver's Abstract

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**Apply By: August 8, 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](mailto:bbillo@town.stpaul.ab.ca)**

**Phone: 780-645-5311**

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We thank all applicants for their interest, however only those selected for an interview will be contacted.