

EMPLOYMENT OPPORTUNITY

COMMUNITY DEVELOPMENT FACILITATOR

POSITION SUMMARY

Are you passionate about empowering communities and fostering collective action? We are seeking a dedicated Community Development Facilitator to join our team. Join us and make a difference in our residents' lives while growing your career in a supportive and dynamic environment. This role is a full-time term position until the end of August 2025.

DUTIES & RESPONSIBILITIES

- Resident Engagement: Actively engage with residents to drive initiatives that strengthen community ties and enhance the delivery of local resources, programs, and services.
- Collaboration: Work with local agencies, non-profit organizations, community groups, and residents to support and amplify their efforts.
- Program Delivery: Provide information and referral services to residents, and deliver impactful programs such as Meals on Wheels, and the Community Volunteer Income Tax.
- Event Planning: Organize and promote community events to boost participation and awareness.
- Relationship Building: Foster relationships, facilitate community discussions, and support residents in taking collective action towards common goals.

QUALIFICATIONS & KEY COMPETENCIES

- A strong commitment to community engagement and development.
- Excellent communication and interpersonal skills.
- Experience in event planning and community outreach is preferred.
- Post-secondary education within the areas of Community Social Work or Human Services programs are preferred. A combination of education, training, and experience will be considered.
- Demonstrated experience in office administration, preferably within a community support or human services setting.
- Comprehensive experience with Microsoft Office and comfortable with various online programs such as Canva, Google Docs, and video communications Zoom.
- Possess and retain a valid Class 5 Alberta Operator's License.
- Able to complete a Criminal Record Check with Vulnerable Sector.
- In good standing with the Canada Revenue Agency (CRA) – required for the Community Volunteer Income Tax Program.

Application will remain open until suitable candidate is found. To apply, email your resume and a cover letter detailing your passion for community development to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.