

The Village of Forestburg is accepting applications for the position of **COMMUNITY SERVICE PROGRAM COORDINATOR**. This is a one-year position working 20 hours per week. The continuation of the position will be assessed upon completion of the one-year trial period.

This position reports to the CAO and is responsible for:

1. Volunteer Liaison – working with volunteer groups with grants, promotion or events, volunteer recruitment and other assistance as required.
2. Recreation Director – assisting with planning of programs and events and booking of facilities as required.
3. Public Relations – promoting the Village as a tourism and event destination, search out community needs for new programs, show interest in programs and activities by attending meetings, games and activities as much as is reasonable as an ambassador for the Village.

A detailed job description is available from the Village office.

The successful applicant should have the following qualifications:

1. Minimum high school education. Post-secondary education is an asset.
2. Good communications and public relation skills.
3. Municipal government experience is an asset.
4. Accounting knowledge, including familiarity with spreadsheet software.
5. Strong organizational skills and computer literacy.
6. Highly developed skills in administration and administering personnel.
7. Ability to follow oral and written instructions with minimum supervision.
8. Ability to lead and function in a team environment.
9. Experience in the delivery of programming and services (recreation, cultural, etc.) and an understanding of programming needs within the community.
10. Experience with Microsoft Office suite and/or comparable software.

Salary grid starts at \$18.14 per hour and will be commensurate with experience.

Resumes will be accepted until February 15, 2012. Resumes should be sent to the attention of Debra Moffatt, CAO and can be mailed, emailed, faxed, or dropped off at:

Village of Forestburg  
4902 – 50 Street, P.O. Box 210  
Forestburg, Alberta, T0B 1N0  
Fax #: 780 582 2233  
Email: [forestburg-debra@eastlink.ca](mailto:forestburg-debra@eastlink.ca)

*We appreciate the interest of all applicants, but advise that only those selected for an interview will be contacted.*