

**Association of High Prairie & District Children's  
Resource Council**

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Main Site Location: 4709-51<sup>st</sup> Avenue, High Prairie,  
AB

Phone: 780-523-2715



**Job Posting: Brighter Futures Next Steps Coordinator**

**Location:** High Prairie, Alberta

**Employment Term:** Part-time position

**Hours:** 18.75 hours per week

**About Brighter Futures:**

Brighter Futures is committed to fostering healthy, supportive, and engaging environments that empower individuals and families in the community. The Next Steps Coordinator plays a vital role in advancing this mission by coordinating programs, supporting participants, and ensuring seamless program delivery.

**Key Responsibilities:**

- Plan, implement, and evaluate programming that aligns with the objectives of the Brighter Futures initiative.
- Coordinate workshops, activities, and events aimed at promoting individual and family well-being.
- Build relationships with community members, partner organizations, and stakeholders to enhance program impact.
- Maintain detailed records, including attendance, feedback, and progress reports, to ensure accountability and program improvement.
- Manage program resources effectively, ensuring activities operate within budget constraints.
- Communicate program updates and information to participants, partners, and the public through various channels.
- Completing all necessary paperwork and reports in a timely fashion

**Qualifications:**

- Post-secondary education in social work, community development, education, or a related field. Equivalent experience may be considered.
- Strong organizational and time-management skills, with the ability to multitask and meet deadlines.
- Excellent communication and interpersonal skills.
- Experience working with diverse populations and a strong understanding of community dynamics in High Prairie, Alberta.
- Proficiency with Microsoft Office Suite and other relevant software.
- Ability to work independently and as part of a team.

**Compensation and Benefits:**

- **Hours:** Part-time (18.75 hours/week)
- **Benefits:** While this position does not include medical benefits, it offers:
  - Paid sick days.
  - Paid vacation days.
  - Paid non-operational days.

**Application Process:**

Interested candidates are invited to submit their cover letter and resume to [admin-crc@telus.net](mailto:admin-crc@telus.net). The position will be open until a suitable candidate is found. Please include "Next Steps Coordinator Application" in the subject line.

Current criminal record check and vulnerable sector checks are required for this position.

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

Brighter Futures is an equal opportunity employer and encourages applications from individuals of all backgrounds, including those from underrepresented groups.