

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

Mailing Address: Box 888, High Prairie, AB T0G 1E0

Main Site Location: 4709-51st Avenue, High Prairie,
AB

Phone: 780-523-2715



Join Our Team!

Position: Brighter Futures Next Steps Coordinator

Location: Slave Lake, Alberta

Employment Term: Part-Time until March 31, 2025 (with the possibility of extension based on funding)

Hours: 18.75 hours per week

About Us:

At Brighter Futures, we are passionate about creating programs that empower families and individuals to thrive. As part of our team, you'll contribute to meaningful work that supports the well-being of our community.

About the Role:

We're looking for a dynamic and motivated **Next Steps Coordinator** to help plan and deliver impactful programs in Slave Lake. This role is perfect for someone who excels at building connections, organizing activities, and making a difference.

What You'll Do:

- Develop and coordinate workshops, activities, and events aligned with Brighter Futures' goals.
- Build relationships with community members, stakeholders, and partner organizations.
- Manage program logistics, including schedules, resources, and communication with participants.
- Track attendance, feedback, and progress to ensure program effectiveness.
- Completing all necessary paperwork and reports in a timely fashion

What We're Looking For:

- A background in social work, education, community development, or a related field (or equivalent experience).
- Exceptional organizational and communication skills.
- Experience working with diverse communities and an understanding of Slave Lake's unique dynamics.
- Proficiency with Microsoft Office and related tools.
- A self-starter who thrives in both independent and team settings.

What We Offer:

- **Part-time hours:** 18.75 hours per week, offering flexibility for work-life balance.

- **Benefits:** While this position does not include medical benefits, you'll enjoy:
 - Paid sick days.
 - Paid vacation days.
 - Paid non-operational days.
- A chance to make a meaningful impact in the Slave Lake community.

How to Apply:

If you're passionate about building brighter futures, we'd love to hear from you! Please send your resume and cover letter to admin-crc@telus.net

The position will stay open until a suitable candidate is found. Be sure to include "Next Steps Coordinator Application" in your subject line.

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

Join us in making a difference. Apply today!

Brighter Futures is an equal-opportunity employer and welcomes applications from individuals of all backgrounds.