



EMPLOYMENT OPPORTUNITY

FCSS and Community Development Coordinator

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

The Town of Crossfield has a career opportunity for an FCSS & Community Development Coordinator. Reporting to the Director of Community and Protective Services, this position is responsible for the administration and implementation of the Town's FCSS program, as well as liaising with community members, local groups and organizations to facilitate their growth and development.

YOUR Essential Functions

Family and Community Support Services:

- Identify and address gaps in preventative social service programming, activities and initiatives for the Town of Crossfield.
- Develop and implement preventative social programs that align with identified community needs.
- Prepare and monitor the annual FCSS operating budget.
- Review funding applications submitted to the FCSS program in accordance with provincial FCSS legislation and make funding recommendations to Town Council (FCSS Board).
- Support the development of local partnerships with non-profits, schools, regional agencies and other service providers.

Community Development:

- Facilitate community engagement initiatives, workshops and forums.
- Assist with community-based events and initiatives that promote inclusion, connection, and well-being.
- Provide input into broader municipal initiatives where community development considerations are relevant (e.g. Recreation programming, youth initiatives, seniors programming, etc.).
- Liaise with external community groups, organizations and/or neighboring municipalities to collaborate, partner and deliver new and valuable programs or opportunities for the residents of Crossfield.
- Promote volunteerism within the community.
- Working with the Town's Grant Coordinator, identify, research and administer grant applications and funding agreements related to social programming and community development.
- Support community groups in identifying and accessing external funding opportunities where appropriate.

Other Duties:

- Track program outcomes and evaluate effectiveness to ensure accountability, continuous improvement, and that programming continues to meet the needs of the community.
- Maintain accurate records and documentation in accordance with municipal policies and provincial requirements.
- Contribute to strategic planning and long-term sustainability discussions as they relate to community services.
- Assist the Recreation and Events Coordinator with community activities and events when required.
- Assist with other administrative duties as required or requested.

What YOU Bring**Education & Experience:**

- 1-3 years' experience in municipal and/or non-profit environments with exposure to community engagement, programming and public relations activities.
- Knowledge of relevant and applicable municipal and provincial legislation, including the Family and Community Support Services Act and Regulation, and other associated bylaws, regulations and policies.
- Post-secondary education in social work, community development, human services, public administration, or other related fields would be considered an asset.
- Experience administering grants or government funded programs is considered an asset.
- Proficient with computers and all aspects of Microsoft Office.
- Current clean criminal background with vulnerable sector check is required.
- Must have a valid Class 5 driver's license with satisfactory drivers abstract.
- Standard First Aid, CPR / AED and WHMIS 2015 certification is considered an asset.

Skills & Abilities:

- Strong understanding of preventative social service principles and community development practices.
- Ability to assess community needs and translate them into practical, sustainable programming.
- Strong relationship-building and facilitation skills.
- Strong planning and analytical skills; must be fact-based and detail oriented.
- Demonstrates ambition, initiative and decisiveness, works under pressure, meets deadlines and is adaptable to changing priorities.
- Strong public speaking abilities with sound presentation skills.
- Exceptional interpersonal, communication (verbal and written), active listening and problem-solving skills.
- Customer service aptitude, ability to deal with difficult situations with tact and diplomacy.
- Self-motivated and independent, comfortable working with minimal direction and as part of a team.
- Strong sense of work and personal ethics and a commitment to client confidentiality.

What WE Provide

This is a full-time position (35-hour work week) Monday to Friday; some evenings and weekends will be required. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Human Resources

Town of Crossfield

Box 500, Crossfield, Alberta T0M 0S0

Email: HR@crossfieldalberta.com

The position will remain open until **March 20, 2026**. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.