



The Town of Gibbons is accepting resumes for the following position:

**POSITION TITLE:** Gibbons Family Resource Centre Receptionist  
**REPORTS TO:** Manager of Family and Community Supports  
**WORK WEEK:** Contracted Maternity leave: Full-time 32.5 hours/week

The town of Gibbons is seeking an ambitious, dynamic professional to provide reception and information services at the Gibbons Family resource Centre.

**Roles and Responsibilities:**

- Delivery of professional, competent, and confidential client services related to simple enquiries and/or complex needs.
- Superior communications skills (verbal and written) and comfortable working with a variety of social-economic groups.
- Sound knowledge and understanding of communication processes both internal and external to an organization.
- Analytical and creative thinking skills e.g., ability to solve problems, make decision, negotiate, and deal effectively with people.
- Promotion of programs and services through networking and collaboration.
- Build upon and maintain relationships amongst our regional partners.

**Qualification and Requirements:**

- Minimum Education a grade 12 Diploma. 1-3 years' experience in a Customer Services Role or Community Services setting would be an asset.
- Standard First Aid/CPR would be an asset.
- Acceptable Police Information Check with vulnerable sector screening, clear Intervention Record Check.

Starting Rate of Pay \$21.00-\$23.00 per hour.

For more information call the Resource Centre at 780-923-2374

Please forward cover letter and resume to:

Laura Schmidt  
Manager of Family and Community Supports, Town of Gibbons  
P.O. Box 68  
Gibbons, Alberta T0A1N0  
[lschmidt@gibbons.ca](mailto:lschmidt@gibbons.ca)

Only those selected for an interview will be contacted. **Posting closes June 10, 2022**