



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

Sturgeon Adult Learning Coordinator/Facilitator

- **Contracted Full-time 30 hours per week flexible afternoons and weekends.**

The Sturgeon Adult Learning Coordinator/Facilitator plays a key role in supporting and facilitating adult education programs within the Sturgeon Region.

The Coordinator/Facilitator is responsible to conduct the mandates of the Community Adult Learning Program (CALP) grant guidelines from the Government of Alberta, in consultation with the Sturgeon Adult Learning board.

They will work to bring and facilitate adult learning programs to the municipalities in the Sturgeon region.

Duties for Coordinator/Facilitator:

- meet annually with each municipality within the Sturgeon Region to find out their communities needs.
- meet annually with key community partners as required to determine programming needs in the region.
- attend annual Meet Your Community events in the Sturgeon region.
- plan and implement all our programs according to government mandate.
- ensuring evaluation of programs is completed.
- ensure all reporting is completed including assessments, mid-term activity reports and program evaluations.
- create reports for the Sturgeon Adult Learning Council meetings and our Legal Host (The Town of Gibbons) as required.
- attend quarterly meetings with the Sturgeon Adult Learning Council members.
- adhere to applicable responsibilities and accountabilities as outlined by the Town of Gibbons policies – administrative duties – timesheets, expense claims.

Qualifications:

- proven people skills that include sensitivity to cultural and socio-economic differences.
- ability to collaborate with community agencies/partners and independently when required.
- excellent oral and written communication skills, numeracy skills and computer competency (including MS Word, Excel, and Publisher)
- a valid driver's license and access to a vehicle, Standard first aid, food safety certifications, RCMP Record Check and Vulnerable and Intervention Record Check from the Government of Alberta required.

Our organization will be responsible for providing training opportunities in these programs.
Comprehensive salary and benefit package offered.

For more information call 780-923-2374. Please forward: resume, covering letter and references to:
Laura Schmidt, Manager of Family and Support Services

Email: lschmidt@gibbons.ca

Only those selected for an interview will be contacted. **Posting closes December 16, 2024**