



Healthy Aging and Community Wellness Navigator ***Fort Macleod Family and Community Support Services (FCSS)***

The Town of Fort Macleod Family and Community Support Services (FCSS) is seeking a Healthy Aging and Community Supports Programmer to join our team. This position focuses on supporting the 55+ age group in the community and is a temporary 24-month contract funded through a grant from the United Way. Your energy and community mindfulness with experience in hosting and developing unique events will help you succeed in this role. You are afforded the flexibility to develop this role with the FCSS Coordinator within the parameters of the grant agreement. This position also works in coordination and as part of the FCSS team to administer and plan regular FCSS community programming and events as well.

FCSS operates in a dynamic, open-door office environment that requires adaptability and the ability to work with a variety of people and situations, requiring the ability to handle interactions with tact, diplomacy, and confidentiality.

Key Responsibilities:

- Plan and facilitate events and programming that support healthy aging.
- Social media content and advertising related to both FCSS and Healthy Aging programs.
- Provide assistance to seniors navigating social services and community supports.
- Engage with community organizations and businesses to foster partnerships.
- Assist in grant applications, surveys, reports and needs assessments as required.
- Help create displays, presentations, and promotional materials.
- Assist walk-in clients with inquiries and concerns.
- FCSS administrative duties as required.
- Work both independently and collaboratively as part of the FCSS team.

Education and Qualifications:

- Minimum High School diploma, with some post-secondary in a related field preferred.
- Detail-oriented, organized, and able to work independently as well as with a team.
- Creative thinker with a passion for event planning and community engagement.
- Strong problem-solving skills and adaptability.
- Experience in social media and advertising.
- Strong interpersonal skills and a positive, professional attitude.
- Background in human/community services is an asset, with an emphasis on programming rather than social concerns.
- Pre-employment Criminal Record and vulnerable sector screening required.

Hours & Compensation:

- \$23 - \$25 per hour based on experience
- 28-35 hours per week with a split hours of focus between both FCSS and the Healthy Aging program.
- Typical Office hours are Monday through Friday 8:30 am – 4:30 pm, however, evening and weekend work may be required based on programming needs.

If you are passionate about supporting healthy aging initiatives and community wellness programs, apply today! You can submit your resume and cover letter via email to HR@fortmacleod.com