

# EMPLOYMENT OPPORTUNITY

## Administrative Assistant

Term, Full-Time: Competition 2024-21 (6-month term)



The Town of Didsbury is currently accepting applications for a 6-month term, full-time Administrative Assistant for Mountain View Family Resource Network (MVFRN).

Funded by the Government of Alberta, the Mountain View Family Resource Network is for families, children, and youth ages 0-18 years and is facilitated through a network of community-based service providers and a provincial network of supports.

The Mountain View Family Resource Network HUB is located in the Town of Didsbury at 1606 14th Street. Supports and services are provided to each of our communities: Carstairs, Cremona, Didsbury, Olds, and Sundre.

Reporting to the Mountain View Resource Network Supervisor, this position provides administrative support and coordinates business communication to ensure the efficient operation of MVFRN and Didsbury Neighborhood Place.

### Duties include:

- Greeting and supporting all visitors to Didsbury Neighborhood Place
- Directing phone calls and responding to inquiries
- Creating and distributing all advertising and marketing materials for the programs and services offered by the MVFRN
- Creating content and maintaining all the MVFRN social media channels
- Maintaining the MVFRN website
- Maintaining data bases
- Additional administrative tasks

### Required Skills/education/experience:

- Two-year diploma in Office Administration or related experience
- Experience with Word, Publisher, Excel, Canva, Google Drive
- Knowledge of and experience in website design and maintenance
- Strong teamwork, organizational, interpersonal and written communication skills
- Enthusiastic, creative, energetic, outgoing, empathetic, and dependable personality
- Valid class 5 Drivers Licence

### Desired skills/education/experience:

- Related experience in Human Services
- Knowledge of community resources relating to families, children and seniors

**HOURS OF WORK:** 35 hours per week, Monday to Friday with some weekends and evenings required

**CLOSING DATE:** October 3, 2024

*Please note: a criminal record check, vulnerable sector check and child intervention check will be required.*

If you are looking for a challenging and rewarding opportunity, submit a cover letter and resume quoting Competition **2024-21** to:

Stefanie Halfyard, Manager of Human Resources  
Town of Didsbury  
Box 790 Didsbury, AB T0M 0W0  
Email: [shalfyard@didsbury.ca](mailto:shalfyard@didsbury.ca) | Fax: 403-335-9794 | Tel: 403-335-7366

***We thank all candidates for their interest. Only those selected for an interview will be contacted.***

For information about the Mountain View Family Resource Network, please visit us at [www.mvfrn.ca](http://www.mvfrn.ca)