



Leduc Regional Adult Learning Coordinator

Term Position- 35 hours per week

Department: Family & Community Support Services

Classification Level: \$23.01 - \$28.78 / hour

Reports To: Director, Family & Community Support Services

At the City of Leduc, we believe in living our values through accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes transparency, innovation and community building. If we've caught your attention, you should know we're currently recruiting for a temporary, full-time Leduc Regional Adult Learning Coordinator.

This position will support the Community Adult Learning Council in facilitating and providing adult learning opportunities, based on community needs and priorities. In reporting to the Director, FCSS, you will direct the implementation of approved programs and services related to the adult learning program. You will also be responsible for management of the day-to-day operations related to the initiative including, administration, financial management, community relations, community programming and learning support services. If you enjoy a fast paced environment and working in this exciting community based position, this is the opportunity for you.

The successful candidate will have a minimum of 2 to 3 years of experience providing non-profit management including grant writing, reporting to funders, and tracking outcomes. An understanding of the education system including non-credit and adult programming as well as post-secondary programming needs is also required. This position requires excellent oral and written communication skills, a Class 5 driver's license, and reliable transportation. The successful candidate must be willing to provide a satisfactory Criminal Record Check with a Vulnerable Sector Check.

If this sounds like you, we want to hear from you! Please send your resume, including cover letter to:

Human Resources
City of Leduc
#1 Alexandra Park, Leduc, Alberta T9E 4C4
Fax: (780) 980-7127
Email: resume@leduc.ca
Visit our website at: www.leduc.ca/jobs

Competition will remain open until a suitable candidate is found. We thank all applicants for their interest, however, only those selected for interviews will be contacted.

