



Employment OPPORTUNITY

Position: Education Services Supervisor-10 month maternity leave

Location: Downtown Edmonton

Start Date: January 4, 2010 (negotiable)

The Support Network, Edmonton's Crisis & 211 Centre, is seeking a Supervisor of our Education Services Program to cover a 10 month maternity leave position.

Responsibilities:

- Coordinate program plans involving social entrepreneurship
- Implement social marketing strategies to increase Fee for Service workshop opportunities
- Supervise Education Services staff
- Facilitate team building and ongoing skills development to the Education Services staff
- Participate as a member of The Support Network's Leadership Team
- Assist in the development of program related budgets, reports, and proposals
- Coordinate bookings
- Deliver workshops and community presentations

If you have:

- Post-secondary education in a related field or equivalent combination of education/training/experience
- Minimum 2 years supervisory experience
- Experience in Human Services with some knowledge of business planning, marketing and program development strategies
- Successful completion of Distress Line Training or willingness to take some level of internal training
- Knowledge of suicide, family violence and crisis intervention
- Knowledge and experience with Adult Education
- Excellent written and oral communication skills
- Excellent computer skills (including Microsoft Office Applications)
- The willingness to work with grace under pressure to meet deadlines
- The ability to problem solve and work in a team environment

Working Conditions: The Support Network works a full time work week of 35 hours. This is a full-time staff position and may require some evening and weekend availability. The Support Network offers a professional working environment with flexible hours and the opportunity to occasionally work from home. The Support Network is a supportive and family friendly work environment.

Compensation: Compensation will be based on the current Supervisors grid for a 10 month contract period. Participation in the agency benefit plan is negotiable.

Send your resume & letter of interest to:
Tammy Hough: though@thesupportnetwork.com

Application Closing Date: November 30, 2009

We would like to thank all candidates, however, only those who qualify will be contacted to schedule an interview - please no phone calls.