



## Job Opening: Village of Ryley Program Support Coordinator

The Municipality of the Village of Ryley is searching for a **local area resident** to fill the position of Program Support Coordinator. The Ryley Program Support Coordinator will report directly to the Ryley Director of Programs and will be responsible for supporting the Ryley Family and Community Support Services (FCSS) Program and the Ryley Community Together Program.

The Ryley Program Support Coordinator will be **team-oriented, organized, and resourceful**. The successful applicant will be selected upon consideration of all skills, education, and experience. Significant priority will be placed on applicants living in or closest to the Village of Ryley. Relevant skills and experience are time-management; working with and supporting all age groups; and computer/office software proficiency.

Applications are being accepted immediately and will be considered until a suitable Program Support Coordinator has been selected and appointed. Applications may be emailed as an attachment in 'pdf' format to [admin@ryley.ca](mailto:admin@ryley.ca) with a cover letter addressed to CAO Ryley. Three professional (employment) references must be provided in the main body of the application email. These references will be contacted if the applicant is considered for selection interview.

Commitment is expected to be a minimum of 24 hours per week on average, including evenings and occasional weekends. Salary is negotiable and will be commensurate with experience.

All applications will be kept on file for one year and may be used for similar positions that might open in future. Applications and all information therein will be strictly protected pursuant to Privacy Legislation.