

Employment Opportunity

Employment Opportunity Beaver County Community Adult Learning Program (CALP)

Requires a **CALP Coordinator** who is self-motivated and possesses organizational, communication (personal & telephone) computer and supervisory skills. Previous experience or a strong interest in adult and family literacy, and assisting adults in improving their skills. Must be able to work in a team oriented environment. The successful candidate will report directly to the Beaver County Community Adult Learning Council.

Duties will include:

- Managing day-to-day operations of the Program; prepare and administer the budget and accounting;
- Prepare the Annual Report and the Business Plan for the CALP Program;
- Hiring and supervising staff working in the Program; hire instructors or facilitators for courses and workshops;
- Organizing courses and workshops;
- Organizing, producing and distributing the CALP Newsletter;
- Performing other duties as required.

Permanent Part-Time Position for 21 hours per week -41 weeks per year (off July and August, and two weeks at Christmas). Hourly salary range is \$28.57-\$34.76 depending on experience.

For more information call Tracey at 780-336-4024.

*Submit your resume and a minimum of 2 references
no later than Noon, Wednesday, Oct. 25, 2017*

Send Your Resume To:
Ed Bujnowicz
Beaver County
Box 140
Ryley, AB T0B 4A0
Or ebujnowicz@beaver.ab.ca

Beaver County CALP thanks all applicants for their interest, however be advised that only those selected for an interview will be contacted.

CALP Seeking Board Members



CALP Seeking Board Members

The Beaver County Community Adult Learning Council (CALP) is seeking two public members to join our board. One individual will represent the east half of Beaver County and the other the west half of the County.

The Beaver County CALP Council sets direction in accordance with Government guidelines to support identified adult learning and family literacy needs for our Beaver County residents. Potential candidates have a vested interest in adult and family literacy and are familiar with learning needs in Beaver County.

The Beaver County CALP Council meets a minimum of four times a year. Board members are reimbursed for reasonable expenses incurred in the execution of CALP duties and for mileage at the rate set annually by the County.

Interested individuals are asked to apply in writing outlining their volunteer experience and why they are interested in serving on the Beaver County Community Adult Learning Council. Letters of application may be submitted to Tracey Radley, CALP Chair by mail at the Beaver County Office, Box 140, Ryley, AB, T0B 4A0 or by email tboastradley@vbfcss.ca.

Community Events



Paragon Theatre Movie
Chisum
Friday, October 20
2:30 pm
The Paragon Theatre, Holden
\$7 Admission. \$3 under 12