

## Employment Opportunity



### Administrative Assistant

Beaver Emergency Services Commission is looking for an **Administrative Assistant** to provide support to the Regional Emergency Manager at the BESC office in Viking, AB.

The Program Assistant is responsible for all of the administrative duties of the small two-person office. Duties include: Legislative Compliance, General Administration, Board Administration, Financial Administration and liaising between the office and the various BESC entities.

This Position requires Monday to Friday as well as a valid Class 5 Drivers License. Computer skills, communication skills and time management skills are a must. Preference will be given to candidates with a diploma or certificate in business or administration and prior relevant experience.

This full-time position pays competitive wages and generous benefits.

Applications will be taken until the position is filled. Please forward a detailed resume to [BESCrecruiting@beavermunicipal.com](mailto:BESCrecruiting@beavermunicipal.com)

## Employment Opportunity

### DEVELOPMENT OFFICER

Beaver County is seeking a skilled, motivated, and customer-oriented person for the position of Development Officer. For a detailed list of responsibilities and qualifications, go to the County's website at [www.beaver.ab.ca](http://www.beaver.ab.ca).

Work week is Monday to Friday. Salary range is \$68,004 to \$82,739. A comprehensive benefits package is available.

Competition will remain open until a suitable candidate is found, however applications received before 4:30 pm, Thursday, September 5, 2019, will be given first consideration.

Interested applicants should forward a resume, including a minimum of three references, to the following address:

Margaret Jones, Assistant CAO  
Beaver County  
Box 140  
[www.beaver.ab.ca](http://www.beaver.ab.ca)

Phone: (780) 663-3730  
email: [mjones@beaver.ab.ca](mailto:mjones@beaver.ab.ca)  
Ryley, AB T0B 4A0

Beaver County is committed to a healthy and safe work environment and adheres to a non-smoking policy. We thank all applicants for their interest, however only individuals selected for an interview will be contacted.

## Community Events

**World Suicide Prevention  
Day Walk**  
Please join our lunchtime walk,  
**Tuesday, September 10**  
12 noon  
Beaver County Service Centre  
5120 50St, Ryley.

**Suicide Prevention  
Awareness Event**  
**Friday, September 13**  
Lions Park, 5407 50St., Tofield  
Noon - 1:00pm  
Free hotdogs & ice cream,  
everyone welcome.

**The Paragon Theatre presents**  
Saturday, September 14  
**Pokemon Detective Pikachu**  
3pm - PG  
**Poms**  
7pm - PG  
Admissions: \$7, \$3 U12  
5019 - 50St. Holden, AB

**Holden Historical Society  
Museum**  
**Season Closing, Come Celebrate**  
**Sunday, September 15**  
12 - 4 pm  
Live music, live vintage auction @  
2pm. 4928 - 50Ave, Holden, AB  
780-688-3593 or  
email: [holdenmuseum@gmail.com](mailto:holdenmuseum@gmail.com)