



Job Opening: Village of Ryley Director of Programs

The Municipality of the Village of Ryley is searching for a **local area resident** to fill the position of Director of Programs. The Ryley Director of Programs will report directly to the Ryley Chief Administrative Officer and will be responsible for the Ryley Family and Community Support Services (FCSS) Program and the Ryley Community Together Program. The Ryley Director of Programs will work closely with and be responsive to the Board of the Ryley FCSS for the Ryley FCSS Program.

The Ryley Director of Programs will be **community-oriented**, a **strong administrator**, and a **problem-solver**. 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 financial management; verbal and written communication; organizing; planning; and computer/office software proficiency.

Applications are being accepted immediately and will be considered until a suitable Director of Programs has been selected and appointed. Applications may be emailed as an attachment in 'pdf' format to 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 being considered for a selection interview.

Commitment is expected to be a minimum of 20 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.