



Program Supervisor – Grande Prairie

Location:	Grande Prairie, Alberta
Temporary/Permanent:	Permanent
Hours of Work:	35 hours / week, (Monday) to (Friday), (8:30) am-(4:30) pm
Salary:	\$55,000-58,000 / year
Application deadline:	August 15, 2025

Join our team! EmployAbilities is looking for a (Program Supervisor), supporting the (Future Works) program, working hybrid out of our Grand Prairie office (105-10126 117 Ave). The successful candidate will oversee the planning, development, delivery and evaluation of a specialized employment program supporting Albertan's with barriers to employment.

What You'll Do

- Set up and oversee the operations of a store-front employment resource and skills training site
- Supervise staff workloads and schedules, including the distribution of duties, approval of time records, and management of requests for time off
- Ensure program and service quality, standards, and deadlines are met
- Oversee client intake, assessment, referrals, progress, and outcomes within the service or program
- Oversee the research, development, revision, and implementation of the workshop curriculum based on the expectations of the contract and the needs of the participants
- Ensure that all Agency and contractual records, reporting, billing, and statistical documentation are adhered to and submitted within the guidelines and schedules
- Ensure representation and promotion of available supports, services, and programs to the community and other service providers through networking, presentations, conferences, attendance at job fairs, and other business events

What You'll Bring

- Degree/Diploma/Certificate in a related field or combination of education and related experience
- 3 years experience in supporting and monitoring staff, invoicing and reporting
- Previous experience in administration, service evaluation, intake and assessment, case management, facilitation an asset
- A valid class 5 driver's license and access to a vehicle
- Clear criminal record check including vulnerable sector check

Needed Skills

- Proficiency in the use of Microsoft Office 365
- Proficiency with Virtual Meeting platforms (Skype, Zoom, Teams Google meet etc.)
- Excellent interpersonal and communication skills, including written

How to Apply

Please submit your resume and cover letter to (Jan Watson) at (Jan@employabilities.ab.ca). In the subject line, indicate "(Program Supervisor – Grande Prairie)". All applications will be reviewed. Only individuals selected for interviews will be contacted. EmployAbilities is an equal opportunity employer;

we encourage candidates of all backgrounds and experiences to apply. If you require accommodations, please let us know in your application.

About EmployAbilities

At EmployAbilities, we help people with disabilities and barriers to employment find jobs and live better lives. We are a collaborative, inclusive workplace that, in addition to providing a competitive salary, offers a comprehensive benefits package with RRSP matching, a professional development allowance, fifteen paid personal days per year, and many other perks.