



Town Of Fort Smith Employment Opportunity Director of Community Services

Term: 12-Month Term
Start Date: July 28, 2025
Location: Fort Smith, Northwest Territories
Salary Range: \$125,766.35 – \$158,104.59 (Level 35)
Plus \$7,947.26 Annual Northern Allowance + Benefits Package

The Town of Fort Smith is seeking a collaborative and community-focused leader to serve as **Director of Community Services** for a one-year term.

This is an exciting opportunity to take on a high-impact leadership role in a northern community known for innovation, resilience, and partnership. The Community Services Department delivers a broad portfolio of services that directly support the health, livability, and vibrancy of Fort Smith — from recreation and childcare, to economic development, tourism, and cultural initiatives.

This is a senior leadership role reporting directly to the Chief Administrative Officer. It plays a key role in advancing community priorities through programming, partnerships, and capital planning. **While the position is term-based, there may be an opportunity for continued service depending on organizational planning and future staffing considerations.**

Key responsibilities:

- Provide strategic leadership across recreation, library, and childcare services
- Advance local and regional economic development and tourism initiatives
- Support community-driven programming, cultural activities, and partnerships
- Oversee department budgets, capital planning, and facility operations
- Lead stakeholder engagement and inter-agency collaboration
- Supervise departmental staff and ensure quality service delivery
- Contribute to broader municipal planning and organizational strategy

What We're Looking For:

We welcome applicants from a variety of professional and educational backgrounds. A diploma or degree in Recreation Administration or a related field is ideal, but **equivalent combinations of education and experience will be considered.**

We're looking for someone with:

- Minimum 3 years of progressively responsible experience in a municipal or community service setting
- Demonstrated leadership, communication, and collaboration skills
- Experience managing staff and delivering public programs or services



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- Understanding of recreation, cultural, or social service delivery in a northern context
- Comfort with budgeting, planning, and inter-agency coordination
- Proficiency with Microsoft Office; contract and project management skills are an asset

Candidates must hold a valid Class 5 driver's licence, current Standard First Aid and CPR certification, and be able to provide a clear Criminal Records Check with Vulnerable Sector clearance.

Why Fort Smith?

Fort Smith is a welcoming and resilient northern community located near the beautiful Slave River and adjacent to Wood Buffalo National Park. We offer a close-knit team environment, progressive leadership, and a chance to make meaningful change in the lives of residents.

This position offers:

- Competitive salary (Level 35: \$125,766.35 – \$158,104.59)
- Annual Northern Allowance of \$7,947.26
- Comprehensive health and pension benefits
- Relocation support may be available
- An opportunity to take on a rewarding leadership role with room for growth

To Apply

Submit your resume and cover letter by July 18th 2025, 5:00 pm to:

Senior Administrative Officer

Town of Fort Smith
Box 147, 174 McDougal Road
Fort Smith, NT X0E 0P0
Fax: (867) 872-8401
Email: reception@fortsmith.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.