

Position: Director of Community Services

Location: Fort Smith, Northwest Territories.

Status: One year Term

Closing Date: Open until filled.

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.

OUTLINE OF THE POSITION

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

EDUCATION & SKILLS REQUIRED

- 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.

- Strong skills in computers, critical thinking, decision making and conflict resolution as well as the ability to effectively manage a variety of tasks and proven experience in report writing.
- Candidates must hold a valid Class 5 driver's licence,
- Current Standard First Aid and CPR certification
- Criminal Records Check with Vulnerable Sector clearance.

SALARY & BENEFITS

- competitive salary (Level 35: \$125,766.35 – \$158,104.59)
- Northern Allowance of \$7,947.26 .
- Paid time off, extended medical, dental, vision and life insurance with other options available for the employee and their dependents.
- Employee Assistance Program.
- Relocation Allowance may be provided.
- Peaceful walking trails, nearby lakes, or breathtaking views, our location offers a refreshing environment that supports well-being, creativity, and balance.

To Apply:

Submit your resume and cover letter to humanresources@fortsmith.ca or visit our website at www.fortsmith.ca/jobs to view the job description.