ActionDignity is a community-based organization that facilitates the collective voice of Calgary’s ethno-cultural communities towards full civic participation through collaboration.

Job Posting No. 19-01

Position Title: Community Broker
  INDIE (INitiative for Diversity, Inclusion & Equity in Alberta Nonprofits) Program

Reports To: Program Coordinator

Direct Reports: None

Position Summary:

Working with the Program Coordinator, the Community Engagement Broker will help plan and engage ethnocultural community members in actions that (i) build the capacity of community members to collaborate with nonprofits to provide an ethno-cultural lens, and (ii) help nonprofits strengthen their inclusivity and diversity advantage. The Community Engagement broker will work with the Program Coordinator to develop and strengthen relationships between ethno-cultural communities/organizations and the broader non-profits within Alberta.

This strong community leader will have networks and the ability to work within at least one (or multiple) of the following sectors: Domestic Violence, Health/Mental Health, and/or Arts & Culture. There are three priorities to consider for this active community builder for smaller ethnocultural orgs/groups, and nurturing relationships with larger nonprofits:

1. Systemic & Institutional Discrimination
2. Equitable Access to Systems, Services & Resources
3. Immigration Issues impacting Equitable Rights and Participation

This is a short-term, part-time position of approximately 10 hours per week on specified months. This position offers a great opportunity to gain training, experience and connections related to community development and equity work. The work aligns with ActionDignity’s mission to facilitate the collective voice of Calgary’s ethno-cultural communities towards full civic participation and integration through collaborative action.

Key responsibilities:

- Complete Training and Orientation for Brokers and attend regular
meetings
• Identify & connect with key leaders and community members within ethno-cultural communities
• Conduct relationship building and document conversations, including cold calling, meeting arrangements, and report community feedback
• Connect ethno-cultural communities and leaders with non-profit organizations
• Follow up and maintain relationships
• Capture emerging/best practices of community engagement and organizing shared by community leaders/ethno-cultural organizations for scanning work
• Refer key leaders/connectors to Program Coordinator for best practices
• Support the development and implementation of community action plans
• Facilitate all-stakeholder consultations together with Program Coordinator & Manager
• Write and submit reports as required

Qualifications:
• Post-secondary education in social sciences, humanities, or related discipline
• Experience in social work, community economic development, communications, community development or related fields
• Proven solid research assistant skills an asset
• Solid community development experience, especially in community engagement and organizing
• Proven track record relationship building and facilitation
• Strong connections in the ethno-cultural communities
• Class 5 Driver’s license and a clean driving record an asset
• Ability to work in a fast-paced environment
• Ability to work with a framework of cultural humility

Expected start date: January 15, 2019, or until we find a suitable candidate.

Please submit both a cover letter and a resume specifying Job Posting No. 19-01 via email to jobs@actiondignity.org or mail to ActionDignity at 915 – 33rd Street NE, Calgary, Alberta T2A 6T2.

This posting will remain open until we find a suitable candidate. We thank all applicants for their interest, however, only those being considered for interview will be contacted. Thank you.