Job Posting No. 19-08
Position Title:  Community Broker – Equity Advocacy
Reports To: Strategic Lead for Policy & Leadership
Direct Reports: None

Position Summary:
This position will acquire leadership training skills for the implementation of the systems and policy initiatives of Action Dignity Society’s LEAD for Change Program. The Community Broker will facilitate the engagement of ethnocultural community members to work in collaboration in identifying issues relating to three levels of racism and oppression – individual, institutional, and systemic.

The Community Broker performs community outreach work including a development and execution of community action plans geared towards a realization of the goals and objectives of the systems and policy work in the LEAD for Change Program.

This is a temporary part-time position with flexible working hours averaging 7 hours per week. Contract is for the duration of August 15, 2019 – December 15, 2019 and is subject to availability of funds. This program is funded by The City of Calgary- Family and Community Support Services.

Key responsibilities:
• Identify and implement suitable strategies for connecting with specific equity-seeking groups
• Promote and market the LEAD for Change Program activities including community based participatory research, workshops, training sessions using standardized tools, handouts and materials provided
• Participate in and contribute to the skills training sessions and Broker Team Meetings.
• Develop and execute outreach initiatives that includes the following:
  o Community conversations/events to introduce and provide information on systemic barriers faced by ethno-cultural community members
  o Plan and organize Community led action plan(s) with community members
promote welcoming communities and work collectively as one voice on issues of systemic barriers and discrimination in the community and workplace.

- Prepare brief reports to be presented monthly for monitoring and feedback meetings.
- Coordinate all administrative assignments including collating evaluation reports, preparation and submission of monthly reports and minute taking
- Perform other related duties assigned

**Qualifications:**

- Minimum one-year post-secondary education in a relevant discipline or relevant experience.
- Ability to build networks of individuals that can benefit from the program sessions
- Experience doing community outreach and working with ethno-cultural community members
- An intersectional approach to equity work
- Ability to acquire the skills needed for implementing systems and policy initiatives of Action Dignity Society’s LEAD for Change Program
- Excellent communication skills
- Trustworthy and reliable with an understanding of privacy and confidentiality issues
- Proven organizational and strong time management skills
- Strong cross-cultural and interpersonal skills
- Excellent team player and works well independently
- Willingness to work flexible hours, including weekends and evenings

**Assets:**

- Clean driver’s license
- An understanding of and an interest in the issues affecting diverse communities.

Please include in your cover letter if you have any prior experience of being a broker, leader or a connector in your community. Kindly submit the cover letter, resume and Expression of Interest (refer to pages 3-7) specifying **Job Posting No. 19-08** via email to jobs@actiondignity.org or mail to ActionDignity at 915 – 33rd Street NE, Calgary, Alberta T2A 6T2.

The posting will remain open until **July 31, 2019** or 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.
Expression of Interest – Community Broker position  
(Equity Advocacy)

Period: August 2019 – December 2019

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

ActionDignity embraces and promotes the following values:
• Respect for diversity
• Equity and social justice
• Active citizenship and democratic participation
• Collaboration

The LEAD for Change program promotes racial equity, inclusion and cultural awareness in public systems and policies. It aims to address systemic inequities in public institutions, government and service systems so members of ethnocultural communities can fully participate in economic, social and civic life.

The People’s CAFÉ is a two-year pilot project that will bring together community networks, organizations and individuals in Calgary to collaboratively address issues of discrimination, inequity and racism. It is part of a province-wide initiative launched by the Alberta Human Rights Education and Multiculturalism Fund called Coalitions Creating Equity (CCE), that involves collaboratives in five municipalities with project holders.

The Community Broker position for the LEAD for Change & People’s CAFE programs will acquire leadership training skills for the implementation of the systems and policy initiatives. The Community Broker will facilitate the engagement of community members to work in collaboration in identifying issues relating to systemic barriers, stigma and discrimination.

The Community Broker performs community outreach work including a development and execution of community action plans geared towards a realization of the goals and objectives of the systems and policy work in the LEAD for Change Program. The Community Broker will be working with numerous equity-seeking groups and will work to facilitate cross-cultural and intersectional dialogue and engagement.

This is a temporary part-time position with flexible working hours averaging 7 hours per week. Contract is for the duration of mid August 2019 to mid-December 2019 and is subject to
availability of funds. This program is funded by The City of Calgary - Family and Community Support Services.

Further information about the LEAD for Change and People’s CAFE programs can be found on the website:

https://actiondignity.org/programs/lead-for-change/
https://actiondignity.org/programs/peoples-cafe/

Name:  
Address:  
Email Address:  
Telephone:  

**POSITION:** Community Broker

**QUALIFICATIONS** Please state all qualifications gained and attach copy of evidence of your most recent qualification.

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Have you served/worked as Community Leader or Broker or Connector with Action Dignity, ethno-specific organizations, or other community organizations?

☐ Yes  ☐ No

If Yes, please state the organization/program/project: Click or tap here to enter text.

There will be weekly meetings with all Community Brokers. Please indicate when you would most often be available:

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<td>September 2019</td>
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### COMMUNITY OUTREACH WORK IN CALGARY

**An effective Community Broker**

- need to identify and implement suitable strategies for connecting with their ethnocultural communities in Calgary
- has experience doing community outreach and working with ethno-cultural community members
- has ability to acquire the skills needed for implementing systems and policy initiatives of Action Dignity Society’s LEAD for Change program and People’s CAFÉ program
- has strong cross-cultural and interpersonal skills
- be willing to work flexible hours, including weekends and evenings

### COMMUNITY OUTREACH WORK HISTORY

*Please list at least four significant community outreach work you have done in Calgary:

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**Referees from your Community Outreach Work projects/programs**

*Please provide the contact details of two referees from the community/communities you have done your outreach work. Referees CANNOT be from direct family members.*
Referee One

Name: Click or tap to enter text.

Community Organization/Group: Click or tap to enter text.

Telephone: Click or tap to enter text.

Email: Click or tap to enter text.

Referee Two

Name: Click or tap to enter text.

Community Organization/Group: Click or tap to enter text.

Telephone: Click or tap to enter text.

Email: Click or tap to enter text.

Please let us know what interests you most about being a Community Broker.
Click or tap to enter text.

What insights, experiences and perspectives do you feel you would bring as a Community Broker?
Click or tap to enter text.

Submission Date: Wednesday, 31 July 2019

INFORMATION TO BE INCLUDED IN YOUR APPLICATION:

☐ Cover Letter
☐ Expression of Interest Form
☐ Resume

Date: Click or tap to enter a date.
If you would like to complete this form in-person, please call Sheeba Vijayan: 403 263 9900 press 2 followed by 2

Please save your expression of interest form in the following format:
<NAME>ComBroker2018

Email all your documents to:
Sheeba.vijayan@actiondignity.org
Please note that only selected candidates will be contacted for an interview. If you have further questions, please contact Sheeba Vijayan at 4032639900 press 2 followed by 2