



*ActionDignity (Formerly Ethno-Cultural Council of Calgary) is a community-based organization that facilitates the collective voice of Calgary's ethno-cultural communities towards full civic participation through collaboration.*

### Job Posting #20-02

Position Title: **Community Response Volunteers**

Reports To: **Program Coordinators**

Direct Reports: **n/a**

### **Position Summary:**

ActionDignity has refocused its work to respond to COVID-19. This means our programs continue to operate, but with a special focus on the impacts COVID-19 is having on communities. We are seeking volunteers to help us with some of this work.

The Community Volunteer will primarily help community members in accessing government supports and resources. This position will also assist community organizations in seeking funding opportunities and writing grant proposals related to COVID-19.

We are looking for up to 20 volunteers who will work remotely on an as-needed-basis. Communication is mainly via email, phone, WhatsApp, Zoom and Teams. This assignment requires occasional flexible time commitment including work on evenings or weekends.

### **Responsibilities**

Volunteers may be assigned to do any one of the following:

- Support ethnocultural members in accessing the various government supports and resources e.g. Canada Emergency Response Benefit, Employment Insurance (EI), Alberta Emergency Isolation Support, etc.
- Provide assistance to community members in filling out online applications
- Translate references to different languages
- Help advertise and invite attendees to ActionDignity online forums and workshops
- Research COVID-19 related grant opportunities available for grassroots organizations, and assist them in writing proposals

### **Qualifications**

- Demonstrated interpersonal skills and ability to work effectively with ethnocultural



members and organizations

- Strong verbal and written communication skills in English. Knowledge of a second language other than English, including translation skills, an asset.
- Familiar with internet, social media and use of technology e.g. use of computers or laptops, internet browsers, and common social media platforms
- Minimum of one-year post-secondary education
- Trustworthy, reliable and strong adherence to maintaining confidentiality

Please submit both a cover letter and a resume specifying **Job Posting # 2020-02** via email to [jobs@actiondignity.org](mailto:jobs@actiondignity.org).

We thank all interested volunteers for their interest; however, only those being considered for interview will be contacted.

