



Job Posting No. 2024-03

Position Title: Project Coordinator, CORE Project

Reports To: Program Coordinator

About the position and organization:

The Project Coordinator's primary responsibility is to plan and coordinate one or more related programs and activities within ActionDignity.

ActionDignity's mission is to collaborate with ethnocultural, racialized, and equity seeking groups to create transformational changes in communities and society. The approach is to catalyze collective impact by building the capacities of grassroots racialized community members to strengthen their communities and bring about systems change. This is achieved through a range of programs aimed to create change at multiple levels: individuals and families, communities, and policy advocacy for systems change. Currently, Action Dignity provides different programs relating to social inclusion and gender-based violence, mental health collaboration, workers' rights advocacy, and public safety, using the intersectional lens of anti-racism. We are looking for someone who will be responsible for implementing the CORE project.

Collaboration and Commitment towards Racial Equity (CORE) is a 2-year project that aims to bring racialized communities together to advance the initiatives of the federal, provincial, and municipal government in deepening an understanding of racism and building capacity and advocacy skills of communities in addressing racism and discrimination. The project aims at supporting, strengthening, and sustaining communities to build the necessary civic infrastructure to confront and dismantle racism and foster equitable opportunities to participate fully in Canadian society. Specifically, ActionDignity will build the anti-racism capacity of ethnocultural organizations and leaders within Calgary.

The Project Coordinator must be experienced in working with a diverse team in a collaborative model and have the passion to empower people to participate fully in civic activities, and advocate for policy change at the systems level.

This is a part-time position of 20 hours per week with a benefit package. Contract runs until March 31, 2025. The job requires occasional flexible time commitment.



Key responsibilities:

Strategic

- Develop, implement and monitor annual workplan and budget
- Implement program evaluation activities
- Build relationships with various stakeholders

Community Development & Engagement

- Form the Grassroots Anti-Racism Advocacy Team and manage their activities and meetings
- Conduct trainings, workshops or learn-and-share sessions i.e. Anti-Racism, Equity, Diversity, and Inclusion; Systems Change; Development of Community Action Plans; training for natural supports for racial trauma
- Develop and pilot test a bystander training module.
- Take the lead in some of ActionDignity signature events i.e. International Day for the Elimination of Racial Discrimination, United Nations Declaration of Human Rights
- Engage immigrant sector providers on racism and integrating racial understanding and racial trauma into their design and delivery.
- Provide mentorship and support to ethnocultural, racialized community organizations and groups for the implementation of community-led projects (or community action plans)

Systems change and policy advocacy

- Coordinate with Program Coordinator to execute systems change and policy advocacy strategies to advance ActionDignity's priority policy agendas i.e., anti-racism.
- Cultivate relationships with decision-makers, non-profit organizations, service providers and other equity seeking organizations.
- Monitor, assess, research, and respond/recommend actions to local, provincial, and federal policy developments and issues.

Administration and Supervision

- Compile regular reports, such as weekly, monthly, bi-weekly reports, event and expense reports.
- Develop project documents, toolkits and brochures for promotion and program development
- Represent ActionDignity at meetings, forums, events and collaboratives related to project
- Coordinate the supervision of team of brokers
- Participate in staff meetings and trainings
- Performs other duties as required, including implementing ancillary projects



Qualifications:

Assets

- Experience and knowledge on anti-racism, capacity building and advocacy work

Essentials

- Experience that demonstrates strong project coordination skills
- Bachelor's degree in community development, social work, social sciences or a relevant discipline. Master's Degree will be an asset.
- Strong interpersonal skills and demonstrated skills and ability to work effectively with diverse equity-seeking communities
- Solid foundational understanding of community development principles and practice, as well as community action planning and implementation
- Strong program management and facilitation skills and knowledge of theory of change framework
- Skilled communicator and have strong writing, analytical, and verbal communication skills
- Strategic thinker, problem solver, and can exercise good judgment
- Excellent team player and works well independently
- Strong organizational skills
- An understanding of and an interest in the issues affecting ethnocultural communities and diverse groups
- Open to work during occasional evenings and weekends

Kindly submit both the cover letter and resume specifying **Job Posting No. 2024-03** through any of the following channels:

- By email: jobs@actiondignity.org
- By fax: 403 262 8973
- By mail, please address to:
Human Resources Department
Action Dignity Society
915 33 Street NE, Calgary, AB T2A 6T2

This post will remain open until April 8, 2024, or until we find a suitable candidate.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Thank you.

