



Position Title : **Membership and Volunteer Engagement Coordinator**  
Reports To : Director of Operations  
Direct Reports : Volunteers

***About the organization and position:***

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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, ActionDignity 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 a Member and Volunteer Engagement Coordinator who will be responsible for member and volunteer engagement and community outreach work to advance ActionDignity's mission.

This is a regular part-time position of 20 hours per week and requires flexible time commitment.

**Responsibilities:**

Member Engagement (35%)

- Facilitate training opportunities for members related to organizational development capacity and develop ways to support learning opportunities.
- Coordinate and implement participatory member sessions for networking, knowledge sharing, collaborative planning and action
- Work closely with communications staff to meet membership communications targets.

Community Outreach (30%)

- Represent ActionDignity in CACG's ethnocultural caucus, advocating for diverse voices and perspectives.
- Provide administrative leadership for ethnocultural caucus initiatives to advance policy priorities.
- Facilitate caucus discussions, meetings, and activities.



- Organize and lead community engagement initiatives that mobilize members around key issues, strengthening community ties and enhancing collective action.

#### Volunteer Engagement (30%)

- Oversee training and engagement efforts for volunteers.
- Develop and manage all policies and procedures relating to volunteer management.

#### Administrative Responsibilities (5%)

- Write and submit regular reports.
- Undertake additional tasks as assigned to support team objectives and operational efficiency.

#### **Qualifications**

- Minimum of college or university undergraduate degree in community development or related field or equivalent education supplemented by three (3) years of volunteer and member engagement and community outreach experience.
- Proven ability to build and maintain relationships with community members, volunteers, and organizational partners.
- Ability to engage with diverse communities and stakeholders respectfully and effectively.
- Possess strong organizational skills to assume the diverse responsibilities and duties of the position, proficient in setting priorities, effective coordination, time management, and multi-tasking.
- Excellent communication skills, both verbal and written, with the ability to articulate ideas, concepts, and expectations clearly and persuasively.
- Knowledge of current trends and information for volunteerism, member and community engagement.
- Strong understanding and knowledge of ethnocultural and racialized organizations and communities.
- Passion for and understanding of the nonprofit sector, particularly in areas related to community engagement, and social impact.
- Solid understanding of maintaining confidential data.
- Open to flexible work hours.

Kindly submit both the cover letter and resume specifying **Job Posting No. 2024-08** through any of the following channels:

- By email: [jobs@actiondignity.org](mailto: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 **October 27, 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.

