



Job Posting No. 2024-12

Position Title: Project Coordinator
Project: Bridging Legal Gaps Through a Community Led Approach Initiative
Reports To: Strategy Lead on Workers' Rights

About the organization, project and position:

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, gender equity, mental health collaboration, workers' rights advocacy and public safety, using the intersectional lens of anti-racism.

The **Bridging Legal Gaps Through a Community Led Approach Initiative** is designed to bridge the gaps in accessing and understanding legal information for newcomers, refugees, and other racialized populations. The project will implement activities aimed at empowering these communities and improving their understanding of legal rights, responsibilities, and available resources, fostering empowerment and inclusion. This one-year initiative is funded by Alberta Law Foundation.

The **Project Coordinator** will play a key role in driving the success of ActionDignity's efforts to support ethnocultural communities in addressing legal challenges. This position involves engaging with ethnocultural community organizations through the Ethnocultural Community Caucus, facilitating Community Conversation Circles (CCCs), and building capacity among Justice Navigators. The Project Coordinator will also work on strengthening legal knowledge through workshops and information dissemination, develop Community Action Plans (CAPs) to address legal gaps, and advocate for policy change to improve the legal and social outcomes for immigrant workers. 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 full-time position of 37.5 hours per week, with benefits and requires 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

Engage Ethnocultural Communities through the Ethnocultural Community Caucus:

- Collaborate with 20 ethnocultural community organizations to gather insights on workers' lived experiences and co-create strategies and activities to address legal issues.
- Support the Caucus as a backbone organization, ensuring effective communication, engagement, and coordination among member organizations.

Facilitate Community Conversation Circles (CCCs):

- Organize and lead CCCs as safe spaces where community members can discuss legal pressures, identify service gaps, and explore solutions.
- Capture insights from CCCs to guide strategy development, inform program activities, and foster collective community action.

Build Capacity of Justice Navigators:

- Provide training and support to Justice Navigators—community leaders who understand local cultures, speak the language, and are embedded within their communities.
- Empower Justice Navigators to build connections, provide legal information, and assist community members in navigating legal systems.

Strengthen Legal Knowledge through the Knowledge Hub:

- Lead the development and delivery of workshops and training sessions to strengthen legal knowledge within ethnocultural community organizations and equity-seeking groups.
- Disseminate legal information, best practices, and resources to community leaders and organizations, ensuring they are equipped to address the legal challenges faced by their communities.

Develop and Implement Community Action Plans (CAPs):

- Collaborate with community members and leaders to develop Community Action Plans (CAPs) that address specific legal needs or gaps within the community.
- Support the implementation and monitoring of CAPs, ensuring that community-driven solutions are effectively carried out and progress is tracked.

Systems change and policy advocacy

- Engage with leaders developed through this project, including the Caucus, Justice Navigators, and ethnocultural community leaders, to advocate for policy changes that address the legal challenges faced by immigrant workers.
- Organize advocacy campaigns, provide resources for policy engagement, and ensure community voices are represented in decision-making processes.



- 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 legal challenges faced by immigrant workers.

Administration and Supervision

- Compile and submit regular reports, including weekly, bi-weekly, and monthly updates, as well as event and expense reports.
- Develop and produce program-related documents, toolkits, and promotional materials to support program growth and outreach.
- Represent ActionDignity at meetings, forums, events, and collaborative initiatives related to program activities.
- Supervise Community Connector/s, ensuring effective performance and support.
- Actively participate in staff meetings, trainings, and professional development opportunities.
- Perform other duties as assigned to support the organization's objectives.

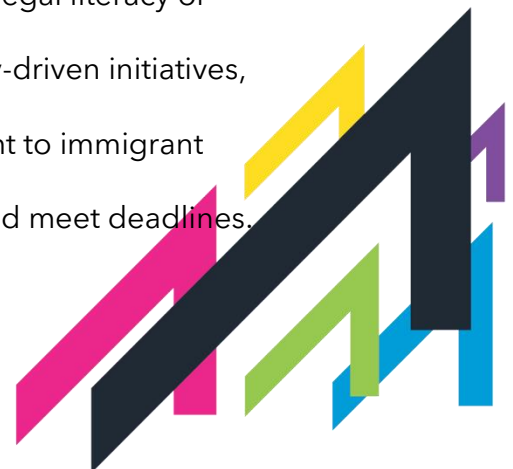
Qualifications:

Asset

- A minimum of 3 years of experience and expertise demonstrating a deep understanding of the legal challenges faced by immigrant workers, including relevant concepts and issues.

Essentials

- A minimum of 5 years of work experience in project management, including development of theory of change framework.
- Bachelor's degree in social work, law, community development, or related field, or equivalent work experience.
- Proven experience working with ethnocultural communities, immigrant workers, or equity-seeking groups.
- Strong understanding of legal issues impacting marginalized communities, particularly immigrant and racialized populations.
- Experience in facilitating community engagement, conversation circles, or focus groups.
- Strong communication skills, with the ability to engage diverse stakeholders and build relationships within communities.
- Experience in training and capacity-building, particularly in legal literacy or community empowerment.
- Demonstrated ability to develop and implement community-driven initiatives, including action planning and advocacy.
- Knowledge of legal resources, services, and systems relevant to immigrant communities.
- Ability to work independently, manage multiple projects, and meet deadlines.



- Knowledge of community organizing, systems leadership, and advocacy strategies is an asset.
- Open to work during occasional evenings and weekends

Kindly submit both the cover letter and resume specifying **Job Posting No. 2024-12** 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 **January 6, 2025**, 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.

