



Job Posting No. 2025-01

Position Title: Project Coordinator
Reports To: Strategy Lead
Project: Brokers Bridge Builder (BBB) Project

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 **Brokers Bridge Builder (BBB) Project** will pilot and research the broker model's impact on increasing efficient access of settlement services by newcomers and build capacity for the immigrant sector and partners to expand reach of their services. This initiative is funded by IRCC.

The **Project Coordinator** will oversee and manage the implementation of the community engagement strategy for Newcomers and Refugees (NRs), especially those from equity-deserving groups. The Project Coordinator will lead, supervise, and support a team of 3 Community Brokers, ensuring that outreach and integration activities align with program objectives and meet the needs of NRs. This role requires a strong ability to manage project timelines, support team development, foster community relationships, and ensure the quality and impact of program activities.

This is a full-time position of 37.5 hours per week, with benefits and requires flexible time commitment. *The role is contingent on funding approval and is expected to begin on April 1, 2025.*

Key responsibilities:

Program Coordination and Implementation

- Oversee the implementation of the community outreach and engagement strategy, ensuring alignment with program goals and timelines.
- Ensure effective coordination between Community Brokers, SPOs, ECCs, grassroots leaders, and other stakeholders.



- Monitor and ensure timely execution of outreach activities, events, training, and capacity-building initiatives.
- Coordinate logistics for events, including resource fairs, cultural gatherings, and training sessions.
- Collaborate with community leaders and organizations to identify and address service gaps for newcomer integration.

Stakeholder and Partnership Management

- Maintain and strengthen relationships with key partners, including SPOs, ECCs, grassroots leaders, and service providers.
- Ensure active engagement between Community Brokers and stakeholders to share information and coordinate efforts supporting NRs.
- Represent the organization at community meetings and forums, contributing to discussions on newcomer integration.

Impact Measurement and Evaluation

- Track and evaluate the program's impact, assessing the effectiveness of outreach and capacity-building efforts.
- Analyze data and feedback to identify areas for program improvement.
- Prepare regular reports for leadership and funders, demonstrating program effectiveness and alignment with organizational goals.
- Facilitate ongoing program evaluations to ensure responsiveness to NR needs.

Capacity Building and Training

- Support ongoing training for Community Brokers, ensuring understanding and application of EDI and GBA+ principles.
- Coordinate capacity-building efforts for ECCs, grassroots leaders, and natural support networks.
- Organize and facilitate training sessions and workshops to enhance collaboration and resource sharing.
- Ensure stakeholders have access to current, culturally relevant information on settlement services.

Supervision

- Supervise and support the team of Community Brokers, providing necessary resources and guidance.
- Organize regular team meetings for updates, challenges, and learning opportunities.
- Conduct performance reviews, offer mentorship, and support professional development.
- Foster a collaborative team environment, encouraging communication and teamwork.

Administrative and Program Support

- Ensure accurate preparation and submission of reports.
- Oversee budget management and ensure timely processing of financial requests.



- Maintain program records and ensure compliance with organizational and funder policies.
- Participate in relevant training to stay informed about best practices.
- Perform additional duties to support program implementation and organizational goals.

Qualifications:

Asset

- Experience working with IRCC-funded or similar government-funded community programs.
- Research experience related to community-based initiatives, immigrant and refugee support, or social inclusion, including data collection, analysis, and reporting.

Essentials

- Bachelor's degree in social work, community development, nonprofit management, or related field, or equivalent experience.
- 3-5 years of experience in project coordination, community engagement, or immigrant/refugee support.
- Experience in effectively supervising teams for program success.
- Proven experience in team supervision and leadership, particularly in community-based initiatives.
- Experience working with SPOs, ECCs, grassroots leaders, and diverse, equity-deserving groups.
- Familiarity with EDI and GBA+ principles in community engagement and project development.
- Experience in impact measurement, tracking outcomes, and using data for program improvement.
- Budget management experience and knowledge of financial processes.
- Strong leadership, project management, and organizational skills.
- Excellent stakeholder engagement, communication, and presentation skills.
- Ability to analyze data, assess program impact, and produce comprehensive reports.
- Cultural competency and understanding of challenges faced by newcomers and refugees.
- Ability to adapt to changing priorities in a fast-paced.
- Ability to work flexible hours, including evenings or weekends, as required for community engagement activities.

Kindly submit both the cover letter and resume specifying **Job Posting No. 2025-01** 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 **February 23, 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.

