Job Posting No. 2026-04

Position Title: Project Coordinator
Project: Social Inclusion and Economic Empowerment Project (SIEEP)
Reports To: Strategy Lead

About ActionDignity

ActionDignity's mission is to collaborate with ethnocultural, racialized, and equity-seeking groups to create transformational changes in communities and society. Our approach is to catalyze collective impact by building the capacity of grassroots racialized community members to strengthen their communities and advance systems change. This is achieved through a range of programs that create impact at multiple levels, including individuals, families, communities, and policy advocacy. Currently, ActionDignity delivers programs focused on social inclusion and economic empowerment, mental health, workers' rights, gender equity, public safety and youth empowerment, using the intersectional lens of anti-racism.

About the Project

The Social Inclusion and Economic Empowerment Project (SIEEP) is an initiative that addresses poverty, inequality, and social exclusion by combining community engagement, economic empowerment, systems change, and policy advocacy. SIEEP strengthens social and professional connections for racialized newcomers while building the capacity of ethnocultural communities to influence systems, improve equitable access to opportunities, and advance community-led solutions. The project works collaboratively with community members, ethnocultural organizations, immigrant-serving organizations, mainstream institutions, employers, and government stakeholders to create sustainable change at the individual, community, and systems levels. The project is funded by the City of Calgary and United Way of Calgary and Area.

Position Summary

The Project Coordinator is responsible for coordinating project activities, building partnerships, supporting community engagement initiatives, supervising Community Connectors, monitoring outcomes, and ensuring project deliverables are achieved. The successful candidate will work closely with community members and stakeholders to advance equitable access to opportunities and strengthen community-led solutions.

This is a **temporary full-time contract** position (37.5 hours per week) with benefits for approximately **five (5) months** to provide coverage during an employee leave. Occasional evening and weekend commitments to support community engagement activities may be required.

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Key Responsibilities

- Coordinate and implement project activities, timelines, and deliverables.
- Build and maintain relationships with community organizations, employers, service providers, and government stakeholders.
- Support community engagement activities, leadership development initiatives, and community consultations.
- Supervise and support Community Connectors.
- Organize meetings, workshops, stakeholder dialogues, and community events.
- Monitor project progress and maintain project documentation.
- Collect and analyze program data and prepare reports for funders and organizational leadership.
- Support advocacy and systems change initiatives by gathering community input and contributing to reports and recommendations.
- Represent ActionDignity at meetings, forums, and community events.
- Perform other duties as assigned.

Qualifications

Essential

- Degree or diploma in Community Development, Social Sciences, Public Administration, Social Work, Political Science, or a related field.
- Minimum 3 years of experience in project coordination, community development, program delivery, or a related role.
- Experience working with diverse communities and stakeholders.
- Strong project management, organizational, and relationship-building skills.
- Excellent written and verbal communication skills.
- Experience facilitating meetings, workshops, or community engagement activities.
- Ability to collect, analyze, and report on program data.
- Proficiency in Microsoft Office 365 and virtual meeting platforms.
- Ability to work occasional evenings and weekends.

Assets

- Experience in the newcomer-serving or non-profit sector.
- Knowledge of equity, inclusion, anti-racism, and systems change approaches.
- Supervisory experience.
- Additional language skills.

Kindly submit both the cover letter and resume specifying **Job Posting No. 2026-04** through any of the following channels:

- By email: jobs@actiondignity.org
- By fax: 403 262 8973
- By mail, please address to:
  Human Resources Department,

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Action Dignity Society
915 33 Street NE, Calgary, AB T2A 6T2

This post will remain open until **November 11, 2026,** or until we find a suitable candidate.

ActionDignity is committed to fostering an inclusive, equitable, and accessible workplace. We encourage applications from individuals with diverse lived experiences, including members of ethnocultural, racialized, newcomer, Indigenous, and other equity-deserving communities.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.