



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to be a national leader in transitioning immigrant women to success in Canada. We are seeking an individual who shares our values of Equity, Excellence, Collaboration, Inclusiveness and Empowerment.

Empower Immigrant Women. Enrich Canadian Society.

Project Coordinator - Family Resource Network Rural Multicultural Supports
Full Time Position, 37.5 hours per week
Competitive salary and benefits package

SUMMARY OF POSITION

The Project Coordinator is responsible for the daily work and administration of all project components of the Family Resource Network (FRN) Rural Multicultural Supports. The Project Coordinator will work closely with Multicultural Health Brokers Cooperative in establishing a network of multicultural and newcomer resources to help increase the capacity of FRN Services for Newcomer, Immigrant and Cultural Minority Families in rural communities.

DUTIES AND RESPONSIBILITIES

- Coordinate the daily work and administration of the project
- Develop partnerships with FRN programs as well as ethno-cultural serving organizations in rural communities to establish and create collaborative strategies to expand access to culturally-relevant supports
- Conduct surveys, focus groups and one-on-one interviews, as well as research and analysis to identify gaps and to establish a provincial network of supports for multicultural families in rural communities
- Identify necessary training for service providers within the provincial network to deliver culturally safe and inclusive services
- Liaise and coordinate communications with Multicultural Health Brokers Cooperative and other collaborating partners
- Provide information and orientation sessions to ethno-cultural serving organizations in Alberta regarding the resources accessible through the provincial network
- Support the promotion of services to newcomer, immigrant and cultural minority families in rural communities through the provincial network
- Ensure the tracking and efficacy of each aspect of the project
- Provide and prepare high quality reports to funders and to department manager
- Participate in CIWA events
- Other duties as assigned by the Department Manager including requests for additional paid hours on a temporary basis when needed

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Conduct business according to highest levels of confidentiality and privacy laws
- Ensure honest, open and accurate communication
- Keep all team members up to date about relevant information
- Encourage a culture of team conversation and team trust in relationship with peers

- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Post-secondary education in the areas human services or social work
- RSW license is required
- Experience working with immigrants from diverse backgrounds and understanding the barriers they face
- Previous project management experience
- Experience with project planning, project implementation, and project logic models and outcomes
- Understanding of outcome measurement tools
- Extensive experience in doing independent project research
- Proven experience in proposal and report writing
- Computer literacy and strong communication skills including writing skills
- Appreciation and knowledge of cultural diversity
- Ability to work independently and as part of a team
- Excellent written communication and presentation skills
- Strong organizational skills and interpersonal skills
- High motivation and positive attitude

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.