



CIWA HUMAN RESOURCES COMMITTEE MEMBER (VOLUNTEER)

ABOUT CIWA

The Calgary Immigrant Women's Association (CIWA) is a large, culturally diverse settlement agency that responds to the unique concerns of immigrant and refugee women, girls, and their families. Over the past 40 years CIWA has developed a wide range of innovative programs and partnerships. We are recognized as a leader in settlement services in Canada and today we operate dozens of programs including language training, job skills, childcare, and family support services.

CIWA seeks to evolve their diverse Board that reflects a range of different lived experiences, personal attributes, and expertise – including especially those with lived experiences of immigration.

ROLE & RESPONSIBILITIES

CIWA's Board is supported by three volunteer committees, each made up of community members with relevant expertise. **For 2025/26, we are seeking to recruit a new Human Resources Committee Member.** This is a volunteer position. The successful Human Resources Committee Member will play a vital role in supporting the CIWA Board's governance work, which includes:

- Provide expert guidance on organizational effectiveness and talent management matters to mitigate risk, ensure alignment with organization's mission and long-term goals.
- Contribute to the review of human resources related policies for the organization.
- Engage in short-term projects that support the work of the Human Resources Committee.
- Work with CIWA senior leadership and other board committees to ensure integrated human resource committee efforts.
- Promote CIWA's values, i.e., Integrity, Equity, Inclusiveness, Innovation and Leadership.

In future years, some volunteer Committee Member may have the opportunity to move to a position on CIWA's Board of Directors. CIWA's Board of Directors recruits primarily from its volunteer committees.

The time commitment for this role is approximately 5-10 hours per month. This includes attendance at committee meetings, preparation time, and any additional tasks as needed.

QUALIFICATIONS

- Experience in Talent Management, Organizational Development or related fields.
- Knowledge of human resources best practices, provincial and industry standards.
- Strong ability to influence, collaborate and effectively communicate interpersonally.
- Able to analyze and contribute to strategic HR decisions.
- Experience developing and/or influencing employee engagement initiatives.
- Previous Board experience is considered an asset.

Lived immigrant experience is also considered an asset (but not a necessity), and candidates may voluntarily disclose any such experience in their application.

HOW & WHEN TO APPLY

Send your resume to boardhr@ciwa-online.com with a cover letter describing your relevant experience and why you would like to volunteer with CIWA as a Human Resources Committee Member.

Application deadline is May 15th, 2025.

Applications will be considered on a rolling basis and CIWA encourages candidates to apply early.

CIWA actively seeks and welcomes applicants from diverse backgrounds. Applications are encouraged from everyone. We thank all interested applicants in advance, but only those selected for an interview will be contacted.