



Calgary Immigrant Women's Association is a not for profit Immigrant serving agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Equity. Excellence. Collaboration. Inclusiveness. Empowerment.

Empower Immigrant Women. Enrich Canadian Society.

Youth Facilitator – Youth Program Casual/On-call Hours

The role of the Youth Facilitator is to deliver in-school and community-based programming, summer camp activities, homework support, and other initiatives under the Youth Program. Using creativity and available materials, the Facilitator will recruit participants and offer a comprehensive range of activities to foster personal growth, social integration, and positive youth engagement.

DUTIES AND RESPONSIBILITIES

- Facilitate in-school and afterschool groups such as Girls Culture Club and Youth Standing Committee
- Assist with activity/event planning and facilitate group sessions such as intergenerational workshops and summer camps
- Foster creativity through fun and engaging activities
- Help Program Coordinator identify partnership opportunities
- Support program promotion and participant recruitment, especially girls ages 10 to 19
- Develop lesson plans in line with the program objective and curriculum map
- Help connect youth with opportunities for civic and leadership engagements
- Work with Community Liaisons and other CIWA staff to refer clients to services as required
- Conduct program evaluations and surveys
- Ensure client data entry is complete in CMS other databases
- Other administrative duties as required
- Participate in training and professional development opportunities
- Attend and 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
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Post-secondary education in the areas of Social Work, Education, Communications, Recreation, Social Sciences or other related fields
- 2+ years' experience working with youth, 10 to 19 years, from diverse backgrounds
- Group facilitation skills

- Physical capability to lift and transport program materials weighing up to 25 lbs.
- Possess an enthusiastic and energetic demeanor, contributing positively to the team's atmosphere
- Superior written, communication and presentation skills
- Experience in outcome measurement
- Ability to deal with people in different situations
- Self-starter within a fast-paced, highly collaborative environment
- Excellent word processing and computer skills
- Professional attitude and leadership skills
- Second language desirable
- A valid driver's license and reliable vehicle is required

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check, Child Intervention Record Check

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:

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.