



*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.*

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## **Youth Facilitator – Change Leaders Limited term, until March 31, 2024 Full Time Position - 37.5 hours per week**

The role of the Youth Facilitator is to implement all aspects of the Change Leaders Project. The role will mentor and guide immigrant and racialized girls ages 15 to 30 years old in creating short term service projects that enable them to lead community-based campaigns that raise awareness of issues that they are passionate about.

### **DUTIES AND RESPONSIBILITIES**

- Work with youth programs to recruit, screen and select youth volunteers to lead community-based campaigns
- Provide leadership and mentoring training for project leaders to raise awareness about topics such as mental health, sexual health, anti-racism, family violence, gender equality, healthy body, environment, among others
- Support all project participants through the development and completion of their campaign
- Conduct outreach and promotion in the community through presentations, social media posts and partnerships
- Prepare reports summarizing project findings, outcomes, and recommendations
- 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 from diverse backgrounds
- Group facilitation skills
- Ability to engage and motivate youth
- 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 - 4<sup>th</sup> Avenue SE  
Calgary Alberta T2G 4Z6  
Fax: 403.264.3914  
Email: [careers@ciwa-online.com](mailto: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.*