



## **JOB POSTING**

Founded in 1986 Alberta Network of Women (ANIW) is a charitable organization. Our vision is to empower immigrant women across Alberta to take an active role in our communities. Our project cycle begins with an evidence-based approach to build educational and training workshops, seminars, group discussion that assists immigrant women realize opportunities and work on issues that impact their wellbeing in our communities.

### **The Position:**

**Title: Program Coordinator**

**Job Type: Full time**

**Location: Calgary**

ANIW is seeking an experienced and a competent Program Coordinator for our Employment program that provides support services to immigrant women and address issues of inclusion and diversity. More specifically the program coordinator will apply specialized knowledge to initiate, coordinate, and manage all program activities including research, preparing required reports for submission to funders, liaise with stakeholders and agencies. Working with other staff members to further the projects goals and the comprehensiveness of the support service for immigrant women.

The program coordinator reports to the Executive Director.

### **Qualifications Required:**

#### **Education and Experience:**

- University degree in social sciences, adult education, communications, or equivalent combination of experience and skills.
- Minimum five years' experience with a proven track record of working on research projects and successfully leading developing and implementing new projects/ programs preferably in the field of workplace issues
- Working knowledge of workplace issues that impact the wellbeing of immigrant women
- Experienced in working with diverse population.
- Have a good network of connections with employment agencies in Calgary and Calgary's diverse communities.

## **Key responsibilities Include:**

### **Operational Planning and Management**

- Coordinate the operational plan of the program as per the objectives, activities deliverables required for the completion of the program
- Oversee the efficient and effective day-to-day operation of the program to ensure timely reports and information is provided to funders as required.
- Coordinate and facilitate Advisory committee meetings
- Provide support to the Advisory Committee members by preparing meeting agendas, recording minutes and providing required supporting materials.

### **Project Planning and Management**

- Work closely with the ANIW staff to develop any strategies required to accomplish specific activities as required for the completion of the program.
- Champion organizational priorities and strategies both internally and externally
- Lead and assist in finding joint solutions with respect to work place issues of diversity and inclusion that impact the employment of immigrant women
- Work closely with social media staff to create reports and maintain social marketing materials (i.e. brochures)
- Implement program evaluation and its analysis.

### **Financial Planning and Management**

- Research funding sources, assist in writing funding proposals to increase the sustainability of the program.

### **Community Relations and Advocacy**

- Build the capacity of the project to advocate for positive social and economic change in Alberta
- Establish relationships and collaborate with all relevant stakeholders.

**Knowledge and Skills:**

- Strong organizational, verbal, written communication and presentation skills
- Excellent interpersonal, collaboration skills and proven ability to work in a culturally diverse environment and different stakeholders.
- Strong logistical and administrative skills, skilled in using various computer programs.
- Collaboration and partnership building skills.
- Knowledge of the non-profit sector, and employment issues that impact immigrant women.
- Ability to work independently, collect and maintain program information

**Salary:** Commensurate with experience. The successful candidate will be offered a two year contract

**How to Apply:**

E-send or mail your resume by **October 15<sup>th</sup> 2021** to:

**Hiring Team**

Info @aniw.org or at 107, 1409 Edmonton Trail NE Calgary Alberta T2E 3K8

We thank all applicants for their resumes, but only candidates selected for an interview will be contacted.