



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 Integrity, Equity, Inclusiveness, Innovation and Leadership.

Empower Immigrant Women. Enrich Canadian Society.

**Community Engagement Liaison
Full time - 37.5 hours per week
Competitive salary and benefits package**

The Community Engagement Liaison assists in building relationships of trust and rapport with diverse communities and organizations to ensure access to timely and appropriate settlement services is provided to clients. The Liaison collaborates with immigrant serving organizations, community groups, organizations, and institutions to promote equity and inclusiveness in settlement services and assists in ensuring that Calgary East and West Zones consider, integrate, and meet the needs of underserved and vulnerable populations. The position is required to promote all CIWA's programs and services through community events and presentations.

DUTIES AND RESPONSIBILITIES

- Liaise between community organizations and CIWA regarding delivery of the program
- Organize orientation/information sessions for new immigrants on various topics of interest
- Organize orientation/information sessions for community partners on CIWA's programs and services
- Represent CIWA at the Calgary's East and West Zones Committees and/or initiatives
- Actively recruit clients for CIWA by promoting programs and services in the community
- Report on activities to the department manager
- Attend and participate in CIWA events
- Attend relevant community/collaborative meetings
- Participate in and represent CIWA at community/public events
- Set up virtual events for programs
- Work in other community locations as and when required
- 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
- Ability to work independently, with minimal supervision, in multiple environments, and on a flexible schedule, as travel and some evening and weekend work is required
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Related Social Science degree
- Ability to work independently, with individuals, with small groups and as a member of a team in a multicultural setting
- Excellent organizational and interpersonal skills with demonstrated ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public
- Experience and comfort with public speaking
- Strong computer skills and knowledge of MS Office applications (Word, Excel, PowerPoint, Access, Outlook)
- Valid Alberta driver's license and access to a reliable vehicle required

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