



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.

Youth and Civic Engagement Facilitator Full Time Position - 37.5 hours per week Competitive salary and benefits package

The Youth and Civic Engagement Facilitator will work with young immigrant women of diverse backgrounds and inspire them to become more actively involved in their communities. Using creativity and available materials, the Facilitator will offer educational sessions and workshops that promote the value of civic engagement to youth. The Facilitator will also be responsible for recruiting participants to the Youth program and facilitating groups such as the Girls Culture Club and Summer Camps.

DUTIES AND RESPONSIBILITIES

- Assist with promotion of the Youth and Civic Engagement programs
- Help coordinators identify partnership opportunities
- Support the recruitment of participants, especially those 10 to 19 years of age
- Support the organization of youth leadership workshops
- Develop and deliver youth leadership courses focusing on civic engagement
- Guide the creativity of youth through youth engagement workshops
- Help connect youth with civic engagement opportunities
- Facilitate groups for the Youth program
- Support youth delivering presentations in schools
- Work with Community Connections Liaison to refer clients to services as required
- Collect evaluation forms
- Ensure client data entry is complete in CMS and iCARE 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
- Ability to plan and run activities for 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 - 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.