

flourish with carya

At **carya** (formerly Calgary Family Services), we know that the strength of our community is rooted in its people.

That's why we've dedicated more than 100 years of service to creating healthier, more connected communities in Calgary.

With over 40 program offerings for individuals and families, we provide a full spectrum of interactive counselling and development services for people of all ages - from babies to youth to older adults - and their support network. Our highly skilled team encourages nearly 40,000 Calgarians each year to discover their full potential and build flourishing relationships with their families and community.

Community Development Facilitator, Bridging the Generations (HR271)

Temporary Full Time (6 months, 37.5 hours per week)

\$47,657 to \$52,230 annually

Position Summary

As a member of the community development team you will be an integral part of creating and implementing an engagement strategy in Calgary communities with an intentional focus on bridging the gap between youth and older adults in communities. Using asset based community development as a foundation, this position will develop a spectrum of opportunities that connect people across the lifespan and engage people of all ages in participatory activities that foster and nurture participants' strengths and increase resiliency around social participation, social inclusion and personal capacity. This position will nurture a collaborative, inclusive and community focused environment amongst residents in Calgary communities.

This position will take the lead on community development activities and work collaboratively with community stakeholders and other service providers to work towards **carya**'s vision for communities that reflect belonging for people of all ages.

This position reports to the Supervisor, Community Development.

Responsibilities

Program Design and Development

- Establish and maintain strong working relationships with participants, community partners, and colleagues
- Build, support, and facilitate development of group programs that meet the needs of the community, promote social inclusion and support people to thrive
- Encourage, inspire and assist groups in visioning and implementing their ideas as they take a leadership role in making their communities a better place to live for all
- Work openly and collaboratively with diverse individuals and organizations

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- Support the emergence and growth of common understanding and language of community development

Community Engagement/Community Building

- Identify possibilities for community engagement, including attending relevant community meetings and networks
- Conduct community consultations to explore and refine identified possibilities
- Engage individuals from vulnerable populations and recognize and build upon their strengths to foster personal and community capacity
- Support sustainability by assisting groups with self organizing, convening and group development
- Work with participants to determine direction of engagement and identify emerging community needs that may be addressed through Community Development activities/opportunities
- Maintain effective professional relationships with the community, participants and internal and external stakeholders
- Think outside the box, look for possibilities, connect with new people and approach and engage interest from likely and unlikely allies

Communication

- Communicate clearly, timely and consistently in person, by phone, and in writing with participants, residents, volunteers and other stakeholders
- Demonstrate effective facilitation, conflict resolution, mediation and negotiation skills between participants, colleagues, and community partners
- Produce timely and accurate written correspondence and reports as required
- Maintain familiarity with **carya** and external community programs to ensure program participants have access to appropriate services and resources

Records Management

- Maintain ongoing records pertaining to program activities and outcomes
- Manage resources and maintain concise budget records
- Ensure proper records and outcome data are maintained as required by **carya** and by funders
- Submit data of outcomes in a timely manner into appropriate systems

Qualifications & Experience

- Two years proven track record in front-line community development work is preferred although relevant education and experience will be considered
- Bachelor's degree in community development or social work or a combination of other education that provide a similar level of education and training
- Effective facilitation, group management, coordination and community organizing experience
- Demonstrated ability to work both as a member of a team, as well as independently

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- Experience, excitement and a passion for working across the life span from an asset-based, participant-centered perspective with a multigenerational lens which includes youth and older adults
- Strong organizational abilities and experience balancing multiple demands
- Superior written and oral communication skills with attention to detail
- Demonstrated ability to be flexible in time, place of work and engagement strategies
- Innovative and client-centered in approach
- High ethical standards and integrity
- Excellent leadership and interpersonal skills with ability to engage stakeholders of diverse and at times competing interests to work toward achieving common goals

Please note: applicants are encouraged to present with a current Criminal Record Check and a Vulnerable Sector Review.

Closing Date

June 18, 2018

If you are seeking a genuine challenge in a workplace where excellence is valued and the atmosphere is supportive, please send your résumé to: hr@caryacalgary.ca

Check us out at caryacalgary.ca

*We appreciate the interest of all candidates,
but only those selected for an interview will be contacted.*