

Flourish with Carya



Supervisor – Community Engagement and Partnerships

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

ABOUT THE ROLE

Locations: Village Commons, 610 8 Ave SE, Calgary, AB

Full Time Regular: 37.5 hours per week **Salary:** \$59,999 - \$74,625

The **Supervisor of Community Engagement & Partnerships** is an integral leader working with multi-disciplinary teams based out of Carya's Village Commons. Village Commons is a neighborhood space located in Calgary's East Village. This role encompasses direct reports, volunteers, residents, arts-based contractors and community partners.

WHO YOU ARE

- A proactive self-starter who likes to get creative and support on diverse deliverables.
- An organized and critical thinker who can visualize organizational goals and progress towards them.
- A creative collaborator who values professional relationships, belonging, kindness and diverse perspectives.

WHAT YOU WILL DO

In this role, supervision and support are provided to contractors, students, and residents within their portfolio. Consequently, specific responsibilities may vary depending on the context, but all roles encompass the following:

- Recruitment, hiring, and onboarding.
- Continuous connection and communication with individuals or groups.
- Development and support of individuals, which may include coaching sessions, identification of training or personal development goals, recognition, evaluation, or performance reviews.
- Troubleshooting, decision-making, conflict resolution, and prompt responses to identified needs.
- Administrative tasks related to approving time, expenses, schedules, orientation, and evaluations.
- Collaborating with other staff in developing and managing essential documents outlining stakeholder-Carya partnerships and expectations. Examples include memorandums of understanding, community member contracts, program/project descriptions, etc.

The following responsibilities pertain to the **Community Activation** component of the role. Examples of Community Activation include Community Supports, Resident groups, Carya programming, External Stakeholders, Contractors, and participation in Community events.

- Responsiveness and action related to community interests and needs, including establishing relationships, partnerships, schedules, and programs aligned with Village Commons' vision and the current community voice.
- Coordination of various activities and programs within your portfolio, reporting to groups and ensuring effective space management.
- Continuous assessment and evaluation of the breadth and impact of activities for community members.



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- Sourcing and introducing arts-based activities and experiences for community members and specific groups (e.g., older adults, multi-generational families, interest groups).
- Designing themes and interactive experiences for guests and community members, such as engaging with art installations or themed weeks like Random Acts of Kindness, Indigenous Awareness, Pride, Seniors Day, etc.
- Facilitating activities that embody Village Commons and Carya values, encouraging staff, community members, and partners to actively participate in bringing these values to life.
- Supporting staff and leading ongoing efforts to maintain a safe and secure environment for all users of the space.
- Leading initiatives to enhance the accessibility and inclusivity of Village Commons, promoting a sense of connection and belonging among all visitors.

The following responsibilities relate to the **Community Engagement** component of the role. Examples of Community Engagement include contracting artists, recruiting volunteers, and collaborating with community partners. Additional examples include:

- Community leadership: Facilitating opportunities for individuals to share and act on their passions.
- Stakeholder communication: Establishing connections that address community needs and interests.
- Special community events: Planning and participating in community events, ensuring broad dissemination of information about Carya and Village Commons throughout the community.

The following tasks are specifically related to your role: recruiting, responding to, mentoring, or guiding community residents and stakeholders. While each group and individual may vary, the central theme of these tasks is contribution—being attentive to the various ways people can contribute to Village Commons.

This role serves as a **communication** conduit, gathering information about events and needs at Village Commons, and creating ways to keep the community informed and engaged. Working closely with the Social Investment team and guided by Carya's branding and personality, communication is intended to be purposeful, organized, timely, and relevant to the audience, while also creative and engaging. A balanced and sensitive approach is required to recognize and highlight the diverse individuals, programs, groups, and partners contributing to Village Commons. Examples of expectations include:

- Monthly Village Commons email.
- Contributing to the neighbourhood newsletter.
- Composing various articles and calendar entries.

Given Village Commons' complexity, this role will attend and contribute to a range of organizational, departmental, and site-specific meetings. Some are functional and informative, while others connect to broader agency goals, supporting ongoing learning and relationship development. Examples of expected meetings include:

- Village Commons team meetings.
- Supervisor and other leadership meetings.
- 1-1's with Manager.
- Special project meetings, as required.
- Meetings, as required pertaining to supervision of contractors and staff.
- Meetings with community members, groups and other agencies.

The following **administrative** responsibilities cover areas related to systems, reporting, agreements, and policies within the agency and with external stakeholders.

- Working knowledge of agreements related to funding, contracts, and partnerships.



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- Data gathering, evaluation, reporting, and records management as per your portfolio and related agreements mentioned above.
- Development of program outcomes and implementation of evaluation frameworks.
- Maintaining current knowledge of agency and site-specific policies, procedures, and protocols.
- Addressing participant, volunteer, staff, or partner concerns in a professional and timely manner, in accordance with policies and procedures.
- Activating and following agency-related systems in HR, IT, Health and Safety, Finance and Accounting, Philanthropy, and Communications.

This task list is not intended to be exhaustive and other tasks may be identified.

WHAT YOU BRING

- **Bachelor's degree in a related discipline, including leadership and community development.**
- A minimum of three to five years of directly related experience is expected.
- Previous supervisory experience is preferred.
- Strong attention to detail with the ability to act with discretion and confidentiality is expected.
- A positive attitude, coupled with a focus on quality service delivery is essential.
- Exceptional team orientation and collaboration skills.
- Completion of Natural Supports Framework training required.
- Certification with the Alberta Family Wellness Initiative's Core Brain Story.
- Proficiency in Microsoft 365 with a focus on SharePoint, Word, Teams, and Outlook.
- Ability to effectively manage and prioritize your tasks and time.
- Demonstrated ability to engage and collaborate with community members and stakeholders.
- Effective facilitation, group management, coordination and community organizing experience.
- Innovative and participant-centered perspective and approach.
- Superior written and oral communication skills with attention to detail.
- Demonstrated ability to be flexible in time, place of work and engagement strategies.
- High ethical standards and integrity.
- Excellent leadership and interpersonal skills with ability to engage diverse audiences and individuals.

WHY JOIN TEAM CARYA

When you join team Carya, you are joining over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- Exceptional work life balance including paid vacation time off, personal time off each month and office closures during the year.
- A supportive and flexible work environment that includes professional development opportunities.
- A focus on health and wellbeing including access to virtual mental and physical health supports, employer paid extended health benefits, dental benefits, an annual health spending account and Employer matched RRSP contributions.
- Recognition that peoples are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

The successful applicant will receive a comprehensive total compensation package including:

- Employer-paid premiums for extended health benefits and 50/50 share of dental premiums.
- Up to 7% RRSP matching.
- Annual Health Spending Account.
- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of



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employment.

- Monthly Personal Time Off (PTO) day.
- Paid office closure days between Christmas and New Year.
- Discretionary Day of Observation each year for use on a day that is of personal significance.
- Agency provided property as needed by the role.

CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Email your file to HR@caryacalgary.ca with the job title in the subject line.
3. Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search and a Child Intervention Record Check.

Carya – Nurturing the Potential in Every Calgarian

