

# Flourish with Carya



## CDLI Capacity Builder

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 and Bowmont Commons, 5000 Bowness Rd NW

**Salary:** \$54,400 - \$65,563

**Start Date:** October 21, 2024

**Full Time Temporary:** 37.5 hours per week until December 31, 2026

The **CDLI Capacity Builder** collaborates with ABCD Project Team Lead, Community Connector Coordinators, Community Partners, and Community Connectors to identify potential development areas and associated learning opportunities. The ABCD Project Team will receive support from the CDLI Core Staff, particularly the Supervisor of CDLI. Additional responsibilities include engaging community-minded individuals interested in community development and organizing gatherings for individuals and organizations to share their insights.

### 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

#### Convening Community Organizations

- Foster learning, collaboration, and connections among community members and organizations involved in the Asset-Based Community Development Learning and Action Team (ABCD LAT) by facilitating or co-facilitating monthly gatherings.
- Respond to inquiries from individuals interested in joining the ABCD LAT by providing information and building relationships for warm introductions to LAT gatherings and the CDLI network.
- Plan, develop, and implement session plans for ABCD LAT in response to the emerging interests of current members and those engaged in community work in Calgary.
- Integrate the City of Calgary Asset-Based Community Development Toolkit into session plans and use it as a resource.
- Build relationships with groups that approach community work through an Asset-Based Community Development lens, while remaining aware of opportunities for reciprocal participation in the ABCD LAT or CDLI network.
- Collaborate with community partners and the ABCD Project Team as needed to design and support a monthly Community of Practice (COP) for Community Connectors and ABCD Project community partners.
- Contribute to a supportive peer-to-peer environment that embeds equity, anti-racism, and decolonization principles in the design, content, and delivery of activities.
- Identify capacity-building opportunities that align with the requests of COP members, and discover, curate, or create resources for emerging topics.



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## Build Calgary's Capacity in ABCD

- Facilitate or co-facilitate community learning opportunities through the Success in Community Action Training.
- Increase familiarity with tools, skills, and strategies for community building through an 8-week synchronous program or a 3-session asynchronous curriculum.
- Foster a collaborative learning environment that incorporates equity, anti-racism, and decolonization principles in both content and delivery.
- Use established impact stories and messaging to raise awareness of the Success in Community Action Training within Calgary.
- Integrate the City of Calgary Asset-Based Community Development Toolkit as a resource within the current training curriculum.

## Contributing to the Developmental Evaluation of the ABCD Project

- Collaborate with the ABCD Project Team, external evaluators, and CDLI Core Staff to document project development, milestones, and engagement.
- Document the emergence of identified areas for capacity building related to the ABCD model, including skills that support its implementation and promising opportunities within the model.
- Maintain consistent, well-organized records independently while contributing to collective data management efforts.
- Actively participate in monthly evaluation meetings.

## Community-Based ABCD Communications Strategy

- Coordinate and support the development of an online ABCD Resource Hub, utilizing existing infrastructure while exploring options to integrate new features for enhanced functionality and user experience.
- Harvest stories and impacts of ABCD in action throughout all facets of this role, employing established story-harvesting processes and storytelling methods.
- Support and champion community development practices of open-source learning, reporting back to the community, and maintaining continuous engagement loops as a member of the CDLI Team.

## CDLI Supports

- Participate in team meetings to ensure regular communication and identify cross-collaboration opportunities.
- Support the general administration, reporting, and evaluation of CDLI as needed.

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

## WHAT YOU BRING

- **A diploma or undergraduate degree in community development, social work, sociology, Indigenous studies, or a related field, or a combination of other education and lived experience that provides a comparable level of learning and expertise.**
- Effective community facilitation, session planning, group management, and coordination—both in person and online—demonstrated through a minimum of three years of proven experience.
- Working knowledge of collaboration as a form of capacity building or network weaving, along with experience in training and workshop development.
- Demonstrated ability to work collaboratively as part of a team and independently.
- Excellent leadership and interpersonal skills, with the ability to engage stakeholders with diverse and sometimes competing interests to achieve common goals.



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- Advanced written and oral communication skills, with attention to detail, to communicate clearly, promptly, and consistently with community members, partners, and funders, whether in person, by phone, or in writing.
- Experience in documenting community project progress, participation, and evaluation.
- Proficiency with tools such as Microsoft Office 365, Zoom, Canva, Eventbrite, and Squarespace.
- Demonstrated flexibility in terms of work hours, location, and engagement strategies.
- Basic knowledge of current community development efforts and the non-profit sector in Calgary.

## 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 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](mailto: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,



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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](mailto:HR@caryacalgary.ca) in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check.

Carya – Nurturing the Potential in Every Calgarian

