

Flourish with Carya



CDLI Project Team Lead

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: \$59,999 - \$74,625

Start Date: October 21, 2024

Full Time OR Part Time Temporary: 37.5 OR 22.5 hours per week until December 31, 2026

The successful applicant will have the option to integrate ABCD Capacity Building tasks into this role for Full Time status.

The Asset-Based Community Development (ABCD) **Project Team Lead** for the Community Development Learning Initiative (CDLI) is responsible for collaborating with the ABCD Capacity Builder and Community Connector Coordinator(s) (ABCD Project Team) to envision, design, and launch the CDLI's ABCD Project. The ABCD Project Team will receive support from the CDLI Core Staff, specifically the Supervisor of CDLI. Responsibilities also include building community partnerships, leading an expression of interest process, and assisting in the hiring of community connectors within ABCD project partner organizations.

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

Leading the ABCD Project

- Use the successful project proposal to guide collaborative visioning, work planning, and process development for CDLI's Asset-Based Community Development (ABCD) Project.
- Develop and facilitate a community engagement strategy to ensure that community voices are central to project management.
- Adhere to the results of community engagement, project timelines, and team capacity when developing community partnerships, hiring team members, and implementing the capacity-building strategy.
- Use the results of community engagement and the successful project proposal to create session plans, tools, partnership agreements, and evaluation criteria, ensuring consistency in expectations among all stakeholders.
- Lead the ABCD Project Team, including the Capacity Builder, Community Connector Coordinator(s), and Community Connectors, with support from the CDLI Core Staff Team.
- Convene project team meetings as needed, identifying areas for team learning or unlearning, providing space for team member contributions, and inviting additional support when agreed upon.
- Ensure shared ownership of project outcomes and objectives, with clear and transparent expectations aligned with community development principles such as strengths-based approaches, possibility-focused thinking, relational practices, and curiosity.



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- Foster a supportive and collaborative team environment that incorporates principles of equity, anti-racism, and decolonization.

Convening Community Organizations

- Collaborate with community partners and the ABCD Project Team to design and support a monthly Community of Practice (COP) for Community Connectors, Community Partners, and ABCD Project stakeholders.
- Contribute to creating a supportive peer-to-peer environment that integrates equity, anti-racism, and decolonization principles in design, content, and delivery.
- Support the Community Connector Coordinator(s) in coordinating community connectors and partners, maintaining community partnerships, and providing mentorship as needed.
- Facilitate access to and ensure accurate understanding of project information related to processes, evaluation, and budgeting.
- Invest critically in relationships with community connectors and community partners, which may include capacity building, supporting ongoing community engagement, organizing community events, and addressing other needs identified within each partnership.
- Model a transparent and authentic project environment that views conflict as a productive process for community development.

Evaluating the ABCD Project

- Contribute to the developmental evaluation of the ABCD Project in collaboration with the Developmental Evaluator(s), the City of Calgary, the ABCD Project Team, and CDLI Core Staff.
- Coordinate and actively participate in monthly evaluation meetings.
- Maintain clear, accurate, and timely records of project processes, engagement, and milestones using established data tracking methods, while also exploring opportunities for developing new methods and processes.

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.**
- Proven experience of at least three years in effective community facilitation, session planning, group management, coordination, and community organizing, both in-person and online.
- Working knowledge of emerging community engagement practices and Asset-Based Community 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.
- 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.



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- 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 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.



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The successful candidate must satisfactorily complete a Police Information Check.

Carya – Nurturing the Potential in Every Calgarian

