

Flourish with Carya



Manager of Community and Innovation

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

Salary: \$81,600 - \$99,000

Full Time Regular: 37.5 hours per week

The **Manager of Community and Innovation** portfolio is responsible for overseeing Village Commons partnerships, operations, and community activations in the East Village. This includes developing food programs with our Culinary & Event Curator, managing the Community Development Learning Initiative, and implementing the Building Connected Communities Asset-Based Community Development project.

This portfolio fosters a welcoming and inclusive community hub that encourages resident participation and strengthens their sense of belonging. It facilitates connections among neighbours and provides services and support to address emerging community needs.

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

Internal Collaboration & Leadership

- Collaborate as a leader across portfolios, working with managers and their teams within the hub to promote integration and alignment of activities and operations.
- Provide effective supervision, training, and consultation to staff.
- Lead and facilitate regular team meetings to support the delivery of high-quality human services while improving communication, teamwork, and integration goals.
- Attend and/or lead scheduled department, agency and community meetings as required.
- Foster innovation by collaborating with the Aging Well in Community and Multigenerational Wellness programs to support their objectives and enhance their offerings.
- Support evaluation processes, ensuring funder requirements are met and fostering continual program improvement with our Impact and Evaluation team.

External Collaboration & Partnerships

- Build capacity, knowledge, and resilience with various systems and partners, including Calgary Housing Company, East Village Neighbourhood Association, Calgary Municipal Land Corporation, Calgary Immigrant Women's Association, Recovery Alberta (formerly AHS), and other relevant organizations or initiatives.
- Enhance the delivery of community development initiatives in Calgary through active participation in committees focused on improving coordination and community outcomes.



Flourish with Carya



- Advance community hub models and asset-based community development initiatives in Calgary through strong partnerships and collaborative activities.
- Negotiate effective partnerships, contracts, and sub-leases to support operational revenue.

Hub Activation & Program Development

- Collaborate with the Philanthropy team to secure grants for new initiatives and Hub activation.
- Address emerging needs and service gaps for Carya participants and the East Village community.
- Develop programming and practices with staff and partners that are evidence-informed and reflect emerging trends and innovations in community building.
- Complete required program reports for all programs within the Community and Innovation portfolio and assist in the development and writing of proposals related to these programs.

Operations & Risk Management

- With the support of the Village Commons Operations Supervisor, provide operational oversight of Village Commons, including budgeting, expense management, liaising with service providers, and supporting rental activities.
- Lead risk mitigation activities to ensure a safe environment for staff, participants, and partners.
- Adhere to ethical guidelines outlined by your professional association. If not a member of a professional association, the ACSW Code of Ethics will apply.

WHAT YOU BRING

- **An undergraduate degree in a related field is required.**
- A master's degree (MSW, MA, M.Ed., MSc) in community development, social work or related disciplines is preferred.
- Membership in good standing with relevant regulatory body
- Managers must have relevant training, as well as demonstrable skills and experience in leadership, strategic planning, change management, program design, stakeholder engagement, communications, and financial oversight.
- Experience working within a Community Hub, managing multiple teams with diverse objectives, and balancing the expectations of clients or participants.
- A creative and analytical mindset capable of managing diverse programs tailored to various demographics within a single, cohesive facility.
- Superior written and verbal communication skills are required.
- Relevant experience in community development and social services, with at least five years of leadership experience, is required. Previous experience in project management, research, and/or grant writing is an asset.
- Keen attention to detail with discretion and confidentiality.
- Skilled in crisis management and adept at facilitating difficult conversations, including mediating conflicts among staff and colleagues to foster a constructive and supportive work environment.
- Advanced proficiency in Microsoft 365, with a focus on SharePoint, Word, Teams, and Outlook; familiarity with Excel.
- Familiarity with client management programs, outcome data collection and data analysis are required.

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:



Flourish with Carya



- 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.

The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search.

Carya – Nurturing the Potential in Every Calgarian

