

# Flourish with Carya



## Manager of Community Engagement

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:** \$81,000 - \$99,000

**Full Time Regular:** 37.5 hours per week

The **Manager of Community Engagement** 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 relationship-builder who thrives in collaborative environments and fosters strong community and partner connections.
- A strategic thinker who can balance operational oversight with innovation and program development.
- A community-driven leader who values inclusivity, continuous improvement, and ethical practice in service of social impact.

### WHAT YOU WILL DO

#### Internal Collaboration & Leadership

- Provide supervision, lead team meetings, and support integration and communication across programs.
- Collaborate across departments to foster innovation and ensure program alignment and continuous improvement.

#### External Collaboration & Partnerships

- Build and maintain strategic partnerships to enhance community outcomes and service delivery.
- Advance community development through collaboration, active committee participation, and effective contract negotiation.

#### Hub Activation & Program Development

- Develop and enhance programming based on community needs, trends, and innovative practices.
- Secure funding and complete program reporting in collaboration with staff and the Philanthropy team.

#### Operations & Risk Management

- Oversee facility operations, budget, and risk management to ensure safety and efficiency.
- Follow ethical standards and ensure compliance with agency and professional guidelines.



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CaryaCalgary.ca

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## WHAT YOU BRING

- A master's degree in a related field (or equivalent experience) is required.
- A minimum of 7 years of progressive management experience, with demonstrated skills in leadership, strategic planning, program development, change management, stakeholder engagement, communications, and financial oversight.
- Proven ability to lead within a community hub setting, managing multiple teams with diverse objectives while balancing operational demands and participant needs.
- 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 join 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 people 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 8% 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.



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

The successful candidate must satisfactorily complete a Police Information Check within one month of employment.

Carya – Nurturing the Potential in Every Calgarian

