



EMC Position – Program Coordinator Kilkenny Neighbourhood Program

BACKGROUND

About the Coalition

The Edmonton Multicultural Coalition is a not-for-profit organization of culturally and linguistically diverse ethno-cultural communities in Edmonton. We take an intercultural approach in carrying out our mission to *“foster greater and reciprocal social integration among all Edmontonians through positive social interactions and mutual transformation”*.

We support leaders from ethno-cultural communities in strengthening the capacities of individuals, organizations and more broadly, their ethno-cultural communities. Consistent with our intercultural approach, increasingly the Coalition also fosters collaborations between ethno-cultural communities and explores opportunities to work with members of Indigenous and mainstream communities.

Summary of the Program

This program is delivered within the Kilkenny neighbourhood and builds the capacities of members from ethno-cultural communities, **ties them more closely into mainstream connection, and** better enables them to participate more actively and fully in civic life. They receive training and engage in collaborative activities with mainstream residents that support the creation of a more welcoming and inclusive neighbourhood. Through their collaboration on these intercultural activities, people learn new skills that enhance their self-confidence and are transformed through positive social and cultural interactions.

Scope of the Position

The Coordinator is responsible for carrying out the program based on the work plan. There are currently three key activities in the program:

- 1)** twice-weekly community building English program
- 2)** a community garden
- 3)** New Initiatives

The Coordinator will take a collaborative and community development approach in connecting with and supporting participants in carrying out the activities.

This program is a key component of the City of Edmonton funded All Together Now (ATN) Program. The Coordinator will coordinate her/his work with the activities of the ATN Program.

Within this collaboration, the Kilkenny Neighbourhood Program Coordinator plays three major roles:

1. Coordinate and implement program activities
2. Conduct outreach initiatives
3. Build and sustain relationships/partnerships and community connections

DUTIES AND RESPONSIBILITIES

1. Coordinate and implement program activities

- a) Develop and coordinate the program activities, including:
 - organizing the key components of the program
 - preparing a program logic model and work plan and based on the goals, outcomes and outputs in the program proposal
 - coordinating the implementation of activities based on the work plan
- b) Support and facilitate activities of program participants and act as the contact person for program initiatives including:
 - organizing and facilitating planning meetings
 - providing one-on-one support to the participants
 - facilitating their access to financial and material resources
- c) Participate in community events
 - Attend and participate in community-based activities, time permitting
- d) Develop program initiatives through a wide consultation with target groups including youth, community members, and community leaders and relevant local organizations
- e) Program monitoring, evaluation and reporting including:
 - developing appropriate monitoring and evaluation tools that reflect the goals and outcomes identified in the program proposal
 - monitoring activities and providing updates in progress during meetings of partners, staff, members, the board and/or the funder

2. Conduct outreach initiatives

- Design outreach and program materials using a plain language approach
- Make connections with diverse members from emerging ethno-cultural communities
- Provide ongoing follow-up and support to program participants
- Engage community members in civic activism
- Identify the challenges these members face in collaborating with mainstream organizations
- Work with members and mainstream organizations on strategies to overcome these challenges
- Facilitate participants' access to financial and material resources

3. Build and sustain relationships/partnerships and community connections

- Sustain and build new relationships and partnerships with stakeholders in the Kilkenny area

- Offer opportunities for service providers to learn and experience working with groups and communities with culturally, ethnically and linguistically diverse backgrounds
- Work with the Executive Director in building and strengthening strategic relationships and partnerships with funders, partners and public institutions

Other duties and responsibilities may be assigned by the Executive Director as the need arises and as time permits.

NECESSARY SKILLS AND EXPERIENCE

Qualifications

1. Experience coordinating small, community-based programs
2. Experience working with immigrants and refugees
3. Experience working in collaboration with diverse institutional and community stakeholders
4. Experience providing training and support to people from ethno-cultural communities
5. Excellent oral and written communication skills

Key Competencies

- Recognizes and supports the contributions of immigrants and refugees to civic life in Edmonton
- Intercultural sensitivity and an understanding of the complex dynamics of emerging immigrant and refugee communities
- Understanding of how to take an intercultural approach in a neighbourhood-based initiative
- Maturity to sensitively manage potentially difficult and emotional situations
- Strong organizational and time management skills
- Well organized and a self-starter
- Ability to work both collaboratively and independently
- Strong interpersonal skills, professional, friendly, and enthusiastic personality

TERMS AND CONDITIONS

1. Position is .6 FTE (21 hours/week; 3 days/week)
2. Remuneration: \$23/hour
3. Position requires evening and weekend work
4. This position is subject to the availability of funding
5. The Program Coordinator reports to the EMC Executive Director

HOW TO APPLY

- Submit a cover letter and your resume by **Wednesday, September 30, 2020 at 4:30 pm**
- Submit applications via email to Mitali Banerjee, EMC Acting Executive Director at mitali@emcoalition.ca