



## 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](mailto:mitali@emcoalition.ca)