

All Together Now Program Coordinator Job Description

➤ About the Coalition

The Edmonton Multicultural Coalition Association (EMCA) is a not-for-profit organization of Edmonton's culturally and linguistically diverse ethno-cultural communities. It uses a **Community Animator model** to support members of ethno-cultural communities in achieving equitable access to opportunities and resources, facilitating their integration into their new homeland, and improving their quality of life. Through the model, the Coalition supports key leaders from various ethno-cultural communities who work to strengthen the capacities of individuals, organizations and, more broadly, the ethno-cultural communities.

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"***. 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.

➤ Scope of the Position

The Program Coordinator works with the Executive Director to implement the **All Together Now (ATN) program**. The fundamental task of the Program Coordinator is to support volunteer Community Animators in their work, strengthening the capacities of individuals, organizations and ethno-cultural and indigenous communities. In collaboration with the Executive Director, s/he will coordinate and be responsible for the program's community outreach, engagement, and execution of initiatives.

This program builds the capacities of members from ethno-cultural communities, ties them more closely into mainstream connections, and enables them to participate more actively and fully in civic life. They receive leadership and capacity-building trainings and engage in collaborative activities with mainstream residents to create a more welcoming and inclusive neighbourhood. Animators act as a conduit, and through their collaboration on these meaningful and impactful activities, people learn new skills that enhance their self-confidence and are transformed through positive social and cultural interactions.

➤ Duties and Responsibilities

The Program Coordinator position involves the following responsibilities:

1. Coordinate/Facilitate Community Animators' Recruitment, Training and Support

- Program planning - Develop a work plan and implement outreach strategies and activities with Community Animators consistent with the program and design activities to achieve the outcomes
- Contact current Animators and assess their interest in participating in this program
- Recruit new animators as required: 6 community Animators are needed (the number of animators may increase or decrease). Maintain a wait list of Animators
- Mentor summer student, if available
- In collaboration with the Executive Director:
 - Develop effective processes for Animators to report on their activities, steps towards achieving the outcomes, challenges/solutions, lessons learned, etc.
 - Develop and execute a yearly Curriculum of activities for the Animators based on the needs of animators and their respective communities
 - Develop a Memorandum of Understanding for animators
 - Develop a reporting system for animators
 - Conduct training sessions/workshops, including securing speakers for workshops etc., for members and organizations from ethno-cultural communities on topics they identify

- Provide necessary training and ongoing support to the animators (for example: hands-on grant writing sessions as and when opportunities are available)
- Create project support application procedures and application review processes
- Recruit and support Animators and members of ethno-cultural communities to be members of the Coalition's research project
- Follow up on animators' reports and provide one-on-one support as necessary

2. Strengthen Partnerships and Relationships

- Maintain strong and effective working relationships with animators
- Frequently attend meetings of the animators with their ethno-cultural communities
- Attend relevant community events, workshops and training
- Seek out opportunities to talk about the program at community and other civic events
- Prevent potential negative conflicts between animators and members of their ethno-cultural communities through positive and proactive interactions
- Provide opportunities for genuine open feedback on the approach, the activities and, more broadly, the program, and be prepared to make changes as necessary
- Assist the Executive Director in writing proposals and reports

3. Monitor, Evaluate and Report on the Program

- Monitor and document the program activities of animators
- Prepare and submit monthly reports of activities to the Acting Executive Director
- Write program reports as directed by the Executive Director for distribution to funders and internal use within the Coalition
- Contact the Executive Director about significant changes to the program, especially those that undermine the achievement of program outcomes
- In collaboration with the Executive Director:
 - Developing a basic evaluation plan and a logic model
 - Develop appropriate monitoring and evaluation tools to document learnings and assess progress in achieving the program goals and outcomes

The Executive Director may assign other duties and responsibilities as the need arises.

➤ Terms and Conditions

- The position is **28 hours/week (4 days)**
- Remuneration: **\$33600 - \$36400 (minus deductions)**
- This contract position starts **16 January 2023** and runs till **31 December 2023** with a possibility of continuation
- The position has a **probationary period of 3 months**
- Must have a valid Driver's License (Class 5) and must be able to drive
- Regular working hours are 9 AM – 5 PM, although there is some flexibility in this. Animator meetings are generally held in the evening, and some weekend work is required
- The Program Coordinator reports to the Executive Director

➤ Qualifications

- A minimum undergraduate degree in social science or any related field is desired
- Some experience working on community-based projects, especially with ethno-cultural and indigenous communities
- Excellent computer skills: Microsoft Office (Word, Excel and PowerPoint etc.), email and internet

- Data processing and reporting skills are an asset
- Experience working in a multicultural environment
- Excellent oral and written communication skills
- Excellent skills with social media

➤ **Key Competencies**

- Intercultural sensitivity, flexibility and an understanding or appreciation of the complex dynamics of emerging immigrant and refugee communities
- Strong organizational & time management skills with the ability to multi-task
- Ability to problem solve in a fast-paced, multi-task environment; take the initiative and work effectively in a team environment; ability to work collaboratively and independently
- Strong interpersonal skills, professional, friendly, and enthusiastic personality

➤ **Application Process**

- Submit your resume to mitali@emcoalition.ca by **11.59 PM, Friday, December 09, 2022**
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- Open to Canadian Citizens and PR card holders only.
- Only selected candidates will be contacted.
- No phone calls.