



**Position:** Social Issues and Community Building Coordinator

The Women's Centre of Calgary is a community organization that provides a safe and supportive space accessed by thousands of women in Calgary. Our mission is to be every woman's place for support, connections and community. Specifically, we connect with women looking for assistance, for opportunities to connect and/or for ways to affect change in their community. Our model and values are grounded in trust, empathy, and reciprocity, and are built on the foundations of the feminist, structural, and capabilities approaches.

The Women's Centre is actively committed to reconciliation and anti-racism. We are currently pursuing intentional work towards a collective culture of racial equity. We are an equal opportunity employer and we encourage women from equity seeking groups including racialized and Indigenous groups to apply.

**Scope and Responsibilities:** The Women's Centre is committed to creating a space where women, volunteers and staff are able to learn about and take action on social and environmental issues that matter to them. The Social Issues and Community Building Coordinator will coordinate the Women and Environment Program, and the Women's Centre's issues work as well as support work on Feminist Just Recovery.

**Specific Responsibilities:** The Social Issues and Community Building Coordinator will:

- Build connections with diverse groups of women, leaders and community agencies.
- Lead community engagement process with diverse women to identify change priorities and ideas for solutions
- Support community capacity building and leadership development for diverse women and foster leadership opportunities
- Support the building of a community-informed feminist recovery agenda by integrating diverse women's voices and supporting women to contribute directly
- Co-develop an inclusivity toolkit so that racialized women can effectively contribute to challenging power structures that perpetuate inequality
- Develop and share strategies, knowledge and best practices in order for the Women's Centre to work toward inclusive programs, services and community
- Chair and steward a volunteer Environmental Issues Committee, which is responsible for providing feedback and oversight of the Environmental Issues Discussions
- Work with external facilitators and volunteers to plan, promote and run Environmental and Social Issues discussions.

## Qualifications

The successful candidate will work closely with the Social Policy Coordinator. The successful candidate will have many, or all, of the below qualifications:

- Minimum 4 years of experience working in a non-profit or community organizing setting OR post-secondary education combined with a minimum of 1-year experience working in a non-profit or community organizing setting;
- Understanding and belief in a community-based peer model, feminist, and strengths based approaches
- Experience in working with racialized communities
- Knowledge of anti-racism and anti-colonial work
- Facilitation experience with groups or in communities
- Experience with community engagement
- Ability to accommodate an evening work schedule;
- Experience coordinating and working alongside volunteers;
- Belief that all women have talents to offer regardless of where they are from or where they are in their life
- The capacity to work in languages other than English is an asset
- Ability to work with diverse teams
- Life-long learner

This position is 36 hours per week, and is a full-time position.

Applications will be accepted on a rolling basis until a suitable candidate is found. Please submit a resume and cover letter to: [resume@womenscentrecalgary.org](mailto:resume@womenscentrecalgary.org)

### Salary:

The Women's Centre offers competitive health, benefit and vacation packages to employees.