



Job Description

Position: Strategic Engagement Specialist

Reports to: Outreach and Member Services, Team Lead

Location: Edmonton, AB, Canada

General Summary

The role of the Strategic Engagement Specialist is to connect with organizations within the settlement and integration sector and lead intentional engagement initiatives across the province. The position works on the development and implementation of an integrated systems model for the sector. The work involves developing strategic partnerships, performing strategic analysis, and planning in order to coordinate the sector around a common agenda and the continuous improvement of service delivery.

Working on a variety projects, the Specialist leads issue-specific stakeholder engagement strategies and coordinates activities, such as consultations and other engagement opportunities. In addition to stakeholder engagement, this position is also responsible for conducting research and forming recommendations on emerging trends, issues, and response tactics. The position also develops strategic communication materials for AAISA and performs other project-based activities.

This is a fulltime position with a 37.5 hour work week and often involves contact with internal and external stakeholders, the management of competing priorities, and meeting targeted deadlines.

Duties and Responsibilities

The duties and responsibilities outlined in this job description are outlined in further detail in the Strategic Engagement Strategic Plan.

Collaborative System Development

- Systems level strategic planning on how to execute engagement of the settlement and integration sector
- Develop, implement, monitor, and analyze the results of engagement initiatives
- Facilitate complex decision-making activities, leveraging all identified participants and stakeholders
- Lead the provincial working groups including the Helping Immigrants Succeed Initiative and Caucuses in Edmonton and Calgary
- Lead and participate in information sharing initiatives: Privately Sponsored Refugee community, Local Immigration Partnerships, and others that may arise
- Responsible for facets of consultation preparation, including participant curation, research, facilitation, creating supporting materials, logistics, evaluation, and reporting.
- Responsible for organization of annual Alberta Integration Summit

Organizational and Initiative Capacity Building

- Recommend strategies that support AAISA's key initiatives and develop complementing work plans for deliverables



- Make decisions, within an ever-changing set of circumstances, in pursuit of the stated mission, vision, goals, and objectives of the organization
- Regular evaluation of projects and initiatives, in service of continuous improvement
- Provide management with information that will adequately support decision making on all projects and engagement initiatives
- Provide advice on how to engage stakeholders to further AAISA's mandate
- Conduct research on emerging trends and issues as requested by stakeholders, and put forward recommendations for action based on results

Relationship Building, Networking, & Collaboration

- Connect with organizations in the settlement and integration sector to facilitate the growth of AAISA's membership
- Conduct and attend meetings on behalf of AAISA to better understand priorities and issues across the province
- Work collaboratively with all AAISA units on projects and initiatives as they arise
- Create partnerships in the community to build AAISA's stakeholder base and encourage collaboration across sectors

Technology & Data Systems

- Support the development and maintenance of a stakeholder database, with up-to-date details on stakeholders
- Support the development of a centralized database to be adopted by the sector and its funders
- Lead the creation and continuous improvement of a quarterly settlement and integration dashboard
- Use, evaluate, and optimize technology platforms and tools, including Adobe Connect, survey software, among others

Communications

- Report writing and minute taking
- Performs other related duties as assigned

Experience and Qualifications

- A Bachelor's Degree in the social sciences or humanities or any other relevant field will be considered.
- Minimum of 3 years of relevant work experience including community engagement services in the settlement and integration sector
- Demonstrated experience in establishing, coordinating, and implementing innovative strategies for community engagement initiatives
- Demonstrated ability to establish confident relationships with both internal and external stakeholders



- Ability to identify community engagement development opportunities and communicate them timely with senior staff and other stakeholders
- Well-developed written and verbal communication skills, interpersonal skills and critical thinking capabilities
- Experience providing support in the administration of research and evaluation tools and techniques
- Intermediate mastery of MS Office and specialized social science research software
- Strong problem-solving and analytical skills
- Proactive, resourceful, takes ownership, and is able to work effectively on diverse and complex issues under time constraints
- Sound organizational skills
- Ability to work independently and as part of a team
- Experience delivering services in an efficient and timely manner within budget guidelines
- Ability to thrive while managing competing priorities and meeting target deadlines
- Project management experience is an asset
- Driver's license and access to a vehicle

Other Assets

- Proficiency in French
- A masters' degree in a related field
- Experience working in a remote capacity

Please send resume, cover letter and a recent writing sample to research1@aaisa.ca. We will be accepting applications until a suitable candidate is found.