



JOB POSTING

POSITION TITLE: Engagement Coordinator

POSITION TYPE: 1.0 FTE

REPORTS TO: Manager – Engagement, Research & Policy

DIRECT REPORTS:

- Engagement Officer
- Engagement Lead

LOCATION: Alberta-based – *Due to the COVID-19 pandemic, AAISA staff and volunteers will work remotely for the foreseeable future. When staff return to working from the Calgary office, staff outside of Calgary will remain in a remote-work environment from a satellite office.*

AAISA’s Engagement, Research, & Policy team works in partnership with Alberta’s settlement and integration sector to build an integrated, welcoming system of support that meets the needs and supports the goals of every newcomer. The position of Engagement Coordinator plays a strategic and supervisory role in ERP’s work to engage agencies and develop a collaborative system in the settlement and integration sector.

The Engagement Coordinator oversees the portfolio of projects within the team’s overarching engagement strategy, providing strategic direction and support to engagement staff and will lead aspects of specific projects and initiatives, leveraging staff resources as needed. The position also plays a key role in ensuring the two-way connection between engagement initiatives and research and policy projects, as well as AAISA’s broader leadership team.

ROLES AND RESPONSIBILITIES

COLLABORATIVE SYSTEM DEVELOPMENT

- Lead in the strategic development and implementation of engagement initiatives and projects, following the process outlined in ERP’s Decision Making Framework
- Assign engagement staff resources to engagement initiatives and projects, while facilitating adaptations due to changing workloads and contexts
- Monitor project progress and maintain regular evaluation practices

- Lead specific initiatives and projects, including the Provincial Engagement Initiative (PEI), and undertake tasks such as resource/material development, project management, evaluation, and some meeting facilitation
- Work in partnership with the Research & Policy Lead to meet the research and policy needs of engagement initiatives and projects
- Develop, evaluate, and adapt an Engagement Strategy in partnership with the Manager – Engagement, Research & Policy

SECTOR REPRESENTATION & RESOURCES

- Connect sector priorities and experience to build evidence-based strategies and tactics to address issues that affect the settlement and integration of newcomers
- Work collaboratively with the Manager – Engagement, Research & Policy and the Research & Policy Lead to elevate sector needs in research and policy work
- Bridge information gathered through engagement activities to all AAISA business units
- Elevate emergent sector issues and priorities to management and relevant stakeholders, supporting responsiveness to needs at all levels
- Provide oversight to resource and tool development to support agencies to build capacity, such as with the AAISA Toolkit
- Produce reports, letters, briefs, and other documents to mobilize positions of the sector
- Participate in relevant meetings, presentations, and other fora to represent ERP and sector priorities and positions

LEADERSHIP & SUPERVISORY DUTIES

- Play a supervisory role to direct reports, including assigning projects, delegating tasks, and monitoring work process
- Leverage the strengths of team members and identify professional development opportunities to support growth
- Track project progress and provide coaching and constructive feedback on tasks and projects
- Address problems with work quality, issues between direct reports, and other concerns in an effective, timely manner
- Ensure employees adhere to AAISA's policies and procedures
- Serve as a link between direct reports and management



- Support with AAISA fund development applications, including grants and contribution agreements
- Engage in leadership meetings and engage in organizational leadership and planning activities
- Support AAISA's management in activities relating to hiring, onboarding, and orientation

OTHER DUTIES

- Actively foster relationships with members and other stakeholders to build understanding of context, identify opportunities for partnership, and tailor AAISA supports
- Negotiate shifting interests and priorities among stakeholders to coalesce a shared vision for newcomers' settlement and integration in Alberta
- Create partnerships in the community to build AAISA's stakeholder base and encourage collaboration across sectors
- Make decisions within an ever-changing set of circumstances, in pursuit of the stated mission, vision, strategic priorities, and objectives of AAISA
- Work collaboratively with all AAISA units on projects and initiatives as they arise
- Travel to other municipalities across Alberta, as needed
- Perform related duties as assigned by the Manager – Engagement, Research, & Policy

QUALIFICATIONS

- Experience in stakeholder engagement and meeting facilitation
- Leadership and supervisory experience
- Post-secondary education in a related field
- French language fluency is an asset
- Highly motivated individual able to take initiative while maintaining alignment with team and organizational objectives
- Strong written and verbal communication
- Personable with strong relationship building skills
- Familiarity and/or experience with the settlement and integration sector as well as Canada's immigration system is an asset
- Ability to work independently, while being a collaborative and communicative team member
- Adaptive and responsive in a dynamic work environment and with shifting priorities



- Experience working in the non-profit sector is an asset
- Experience working with Zoom, CRMs, Canva, as well as the Microsoft Office suite, including Teams and Sharepoint
- Remote work experience is an asset

To apply, please submit your resume and cover letter to admin@aaisa.ca by 5:00 pm on April 22, 2022 or until a suitable candidate is found. Only candidates short-listed for interview will be contacted.

AAISA is an Equal Opportunity Employer and we work to sustain anti-discrimination and anti-racism practices in our workplace. We do not discriminate based on race, ethnicity, sexual orientation, gender identity and/or gender expression, age, physical or mental health, religion or beliefs, or any other status protected by law. Harassment or discrimination is not tolerated at AAISA. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.