



# JOB POSTING

**POSITION TITLE:** Project Lead, Supporting newcomers with disabilities project

**POSITION TYPE:** Contract

**SUPERVISOR:** Business Development and Outreach Coordinator

**DIRECT REPORTS:** None

**LOCATION:** Alberta – *Due to the COVID-19 pandemic, AAISA staff and volunteers will work remotely for the foreseeable future.*

The Alberta Association of Immigrant Serving Agencies (AAISA) is a non-profit umbrella organization representing agencies that provide resettlement, settlement, and integration services to newcomers in the province of Alberta. Since 1980, we have been working to build the sector's capacity to better serve newcomers by fostering collaboration, professionalization, and member-driven research and policy work.

This position will lead AAISA programming to support the newcomer sector in serving newcomers with disabilities. This project will work in partnership with the Alberta ability Network (AAN) and ActionDignity (AD) to identify and address obstacles to newcomers accessing the Registered Disabilities Savings Program (RDSP) along with additional disabilities programs and services. The Lead will be in charge of liaising with member agency contacts, designing the communication material, working with a Subject Matter Expert (SME) to develop online training, and deliver webinars to support Alberta's newcomer serving sector to improve access to programming and benefits for newcomers with disabilities. This role will work closely with AAISA's Business Development and Outreach team and report to AAISA's Business Development and Outreach Coordinator.

## ROLES AND RESPONSIBILITIES

- Liaise with program partners to organize program advisory
- Work with program partners to develop and organize information sessions to determine the gaps and opportunities in information and knowledge regarding RDSPs in AlbertaDevelop and disseminate tools and resources to support the newcomer services sector to support newcomers with disabilities
- Work with translators to ensure tools and resources are accessible to newcomer communities through first and augmented languages
- Organize online webinars for the newcomer services sector to improve service access and programming for newcomers with disabilities and provide RDSP education, awareness, information sharing and presentations to community stakeholders

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- Work with the SME to develop courses for Settlement Practitioners to better support newcomers with disabilities and improve access to programming by helping them navigate the RDSP application process, overcome cultural obstacles in accepting disability services, and inform newcomers with disabilities of the various supports available to them
- Data collection and reporting
- Develop and share timely and engaging content to promote the RDSP project on a variety of platforms and tools, including AAISA website, social media channels, newsletters, and others; coordinate content scheduling and implementation plans with the communications team

## **SKILLS REQUIRED**

- Familiarity and/or experience with the settlement and integration sector as well as Canada's immigration system
- Post-secondary education in a related field
- Relevant education and experience with stakeholder engagement and relationship management
- Experience developing communications materials for wide ranging audiences
- Experience in the non-profit sector, fund development and grant writing
- Knowledge of MS Office Suite
- Good working knowledge of WordPress, MailChimp, Hootsuite, Google Analytics, Google Ads
- Knowledge of font creation and imbedding
- Graphic design experience
- Experience developing social media campaigns
- Knowledge of adult learning principles and various learning formats
- 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
- 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

## **ASSETS**

- Familiarity with Moodle, e-learning platforms and SCORM an asset
- Knowledge of French



## **HOW TO APPLY**

To apply, please submit your resume, cover letter and design portfolio to [admin@aaisa.ca](mailto:admin@aaisa.ca) **by end of day Thursday, April 21**. Only candidates short-listed for interviews 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.*