



JOB POSTING

POSITION TITLE: Programming and Funding Coordinator – Ukraine Response Project

POSITION TYPE: 1.0 FTE

REPORTS TO: Executive Director, Manager, Engagement, Research, and Policy

DIRECT REPORTS: Project Lead – Ukraine

SALARY RANGE: \$65 000 - \$68 000 per year

LOCATION: Alberta-based – Due to the COVID-19 pandemic, AAISA staff are currently working remotely.

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.

AAISA has been working for the past 41 years to support Alberta's newcomer serving agencies through professional development, coordination, and advocacy. The organization operates through three business units – Engagement, Research, and Policy, Programs and Services, and Business Development and Outreach. Currently, AAISA is also serving as co-lead in Alberta's effort to support Ukrainians seeking refuge from war. In this regard, AAISA is working closely with Canada's Operation Ukrainian Safe Haven (OUSH), the provincial government, Alberta's newcomer serving agencies, and the Ukrainian Canadian Congress (UCC) to coordinate services and support the evacuees who are choosing Alberta for their temporary home.

The Funding Coordinator – Ukraine position plays a cross-functional role across AAISA business units to support AAISA's work in supporting Alberta's newcomer serving sector. The functions of this role will include administering the dissemination of funding to support agencies in supporting Ukrainians seeking refuge, overseeing AAISA's Social Enterprise, and working with AAISA's management team to expand organizational funding.

ROLES AND RESPONSIBILITIES

Funding Coordination – Ukrainian support

- Create an equity-based fund distribution model
- Create and disseminate of a Call for Proposals (CFP) to Alberta's newcomer serving sector
- Create a formalized proposal review system to ensure equitable processes
- Review and approve of RFPs for funding
- Communication with successful grant recipients across Alberta
- Create a reporting mechanism for successful grant recipients
- Regular reporting to funders and stakeholders
- Information gathering and communication with Alberta's newcomer serving agencies through the established Northern and Southern Alberta Response Committees to inform funding priorities and programming needs
- Coordination with provincial UCC offices to meet programming demand and newcomer needs holistically

AAISA SOCIAL ENTERPRISE

- Lead AAISA's Social Enterprise activities
- Connect and build relationships with expanded stakeholders to expand AAISA programming reach and support newcomer integration
- Work with AAISA's Programs and Services department to expand course development and delivery to match the needs of community stakeholders
- Create marketing strategy and materials for AAISA Social Enterprise, including to Service Providers outside of Alberta
- Work with AAISA Management Team to develop investment plan
- Other tasks and duties as assigned by AAISA's Executive Director

GRANT AND FUND PROCUREMENT

- Actively seek and source funding opportunities for AAISA
- Liaise with AAISA Management team to inform and coordinate grant writing
- Connect and build relationships with expanded stakeholders to expand AAISA programming reach and support newcomer integration

QUALIFICATIONS

- Experience in grant writing and fund development
- Experience in developing, reviewing, and assessing RFPs
- Post-secondary education in a related field
- Familiarity and/or experience with the settlement and integration sector as well as Canada's immigration system is an asset
- French language fluency will be prioritized
- 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
- Experience working with WordPress, CRMs, Zoom, and the Microsoft Office suite including Teams and SharePoint

To apply, please submit your resume and cover letter to admin@aaisa.ca 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.