JOB DESCRIPTION

GROUPE DE TRAVAIL PROVINCIAL FACILITATOR

Position Type: Short-term contract, meeting-based
Reports to: Manager - Engagement, Research, and Policy and Engagement Coordinator
Compensation: $1500 - $2000
Direct Reports: None
Location: Alberta, remote work

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 convenes a range of initiatives that aim to develop a collaborative system of service providers in Alberta. One of AAISA’s key projects is the Groupe de Travail Provincial (GTP), or Francophone Working Group, under the Provincial Engagement Initiative (PEI).

The Facilitator will be engaged to host four GTP meetings between December 2022 and September 2023, which will involve meeting preparation, facilitating the meeting in French and providing meeting minutes in both French and English. The Facilitator will work collaboratively with members of the Engagement, Research and Policy (ERP) unit, who will provide support to the facilitator through meeting coordination activities and by providing an agenda and facilitation plan. Meetings will be hosted over teleconference.

DELIVERABLES

- Work with AAISA staff to prepare for meetings, including familiarization with the agenda, meeting goals, group dynamics, and facilitation preparation
- Facilitate the meeting in French
- Translate some meeting materials to French
- Use a recording of meetings to develop meeting minutes in French and provide a translated version in English
- Work with AAISA staff to set up the meeting and test technology

CONTRACT DETAILS

- The Facilitator will be engaged for four meetings in:
  - December 14, 2022
  - March 8, 2023
  - June 14, 2023
  - September 13, 2023
• Each meeting will involve approximately 10 hours of work, broken down as follows:
  o Meeting preparation – 3.5 hours
  o Meeting set up and facilitation – 2.5 hours
  o Meeting follow-up – 4 hours
• The Facilitator will additionally be engaged for an orientation meeting prior to the first meeting
• Payment will be disbursed to the contractor following each meeting occurrence, based on the satisfactory completion of deliverables

QUALIFICATIONS
• Fluency in French and English, both written and verbal
• Experience in stakeholder engagement and facilitation
• Post-secondary education in a related field
• Experience working in the non-profit sector is an asset
• Strong interpersonal skills
• Familiarity with Microsoft Office Suite and Zoom
• Experience in a remote work setting
• Ability to work independently, while maintaining a collaborative approach to receptiveness to feedback

TO APPLY
Those interested in applying can send their application package to admin@aaisa.ca by (date). The application package should include following:
• Cover letter and resume in English
• Writing samples in French and English

To apply, please submit your resume and cover letter to admin@aaisa.ca by December 2, 2022. 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.