



JOB DESCRIPTION

POSITION TITLE: Project Lead, Enhancing National Sector Gender-based Analysis Plus (GBA+) Capacity (Bilingual EN/FR)

POSITION TYPE: Contract (18 months)

REPORTS TO: Manager of Engagement, Research & Policy

DIRECT REPORTS: Research Lead

SALARY: \$58,000 - \$60,000, plus a comprehensive benefits package

LOCATION: Alberta-based; AAISA staff work in a hybrid environment which includes a minimum of 2 days per week in the AAISA office in Calgary.

POSITION DESCRIPTION

The Alberta Association of Immigrant Serving Agencies (AAISA) is seeking a Project Lead (Bilingual EN/FR) to join its growing team. Reporting to the Manager, Engagement, Research and Policy, the Project Lead will coordinate with national partners through a collective impact approach to advance gender equity and build the capacity of the newcomer serving sector to apply a Gender Based Analysis Plus (GBA+) framework to programs and policies. The Research Lead for the project will report to the Project Lead.

ABOUT AAISA

AAISA is a non-profit umbrella organization that serves to provide a collective voice and forum for settlement and integration agencies to address the needs of newcomers to Alberta, and the larger communities that welcome newcomers. As an organization, AAISA conducts evidence-based research, provides professional development opportunities, and facilitates exposure to governments and the wider settlement sector for the exchange of information and resources. These sector-specific initiatives strengthen the network of services in order to better serve newcomers, and supports agencies to increase their effectiveness, initiatives, and contributions to regional and national forums. With a provincial scope and established relationships across settlement and integration service types, AAISA is uniquely positioned in its work.



ROLES AND RESPONSIBILITIES

- Advance gender equity and build capacity of the newcomer serving sector to apply a GBA+ framework to programs and policies
- Development of tools and resources to support agencies in adopting gender equality approaches and GBA+ programming and policies
- Contribution to the development of professional development programming, including webinars and PD courses
- Piloting of GBA+ programming and policies within the agency, including creating and feedback mechanisms, and collaborative reporting
- Coordination of programming with national partners
- Development of gender equality, GBA+ programming and policy recommendations for adoption
- Coordination with member agencies for piloting of GBA+ policies and programming
- Development and implementation of a collective impact model to test the process of mainstreaming a transformative gender equality approach
- Provide sector and topical expertise to guide the direction of the project
- Conduct sector engagement initiatives to inform the project, disseminate knowledge, and expand the reach of programming
- Utilize the national Community of Practice (COP) for knowledge mobilization
- Work with Local Immigration Partnerships (LIPs) and *Réseaux en immigration francophone* (RIFs) to coordinate gender equity events across the country
- Ensure accurate communication occurs in both official languages, including translation of texts and simultaneous interpretation during meetings, where required
- Contribute to a positive team environment where diversity, trust, learning, and well-being are valued
- Travel within Alberta may be occasionally required including travel to other provinces for the project

OTHER DUTIES

- Providing support to AAISA's programs and operations as required
- Representing AAISA at events or external meetings, when requested



- Other duties or projects as assigned

QUALIFICATIONS

- 2+ years of experience working in supporting collaborative initiatives, preferably with experience in the settlement and integration sector
- University degree(s) or equivalent in a relevant field(s)
- Excellent written and verbal communication skills in **both** French and English **Required**

OTHER QUALIFICATIONS

- Knowledge/experience in GBA+ and/or collective impact definite assets
- Strong administrative and communications skills with experience supporting large groups in meetings and dialogue
- Experience in research support, and official documentation
- Demonstrate the ability to write, proofread and edit minutes and communication materials
- Ability to organize, prioritize, synthesize, and adapt information to various audiences
- Familiarity with adult learning principles and online learning
- Strong technological aptitude in virtual meeting platforms, including Zoom, Teams, Google Meets
- Ability to demonstrate diplomacy while remaining engaging and proactive in advancing the objectives of the group
- Strong time-management skills and the ability to prioritize, with the ability to prioritize and coordinate multiple projects at once
- Familiarity with non-profit associations, and/or Government of Canada funded programming is an asset
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Excellent active listening, interpersonal and communication skills

COMPENSATION AND BENEFITS



This is a full-time position starting as soon as possible. Compensation can range from \$58,000 - \$60,000 and also includes:

- A competitive benefit package and health plan
- RRSP contributions
- 3 weeks (15 days) vacation, plus paid holidays, and summer hours
- Wellness days (up to 8 per year)
- Professional development opportunities
- A flexible and supportive work environment

APPLICATION INSTRUCTIONS

To apply, please submit your resume and cover letter, merged into one (1) document to humanresources@aaisa.ca, stating “Project Lead, GBA+” in the subject line. Please ensure that you demonstrate in your cover letter how you meet the above qualifications.

We thank all candidates for their interest, however, only candidates short-listed for an interview will be contacted. Candidates selected for an interview will be required to submit the names and contact information of three references. Further qualifications may be assessed during the competition process.

DEADLINE TO APPLY

May 19th, 2023, at 4:00 pm (ADT), or until a suitable candidate is selected to fill the position.

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.