



Alberta Association of Immigrant Serving Agencies (AAISA)

Position title	Small Centre Coordinator
Position Reports to	Team Lead Research, Policy and Sectorial Engagement
Direct Reports	None

Position Summary

This position will connect with settlement and integration service providers in smaller centres in Alberta and lead AAISA's regional engagement initiatives. They will also support small centre service providers by developing relevant tools, hosting regional events, and facilitating communication among service providers and other stakeholders. The successful candidate will be required to work from Southern Alberta.

Status: Full Time , Regular

Location: Southern Alberta/ TBD

SCOPE OF POSITION:

- Respond to inquiries from, and act as a resource to, regional service providers.
- Liaise with regional members on their professional development needs, and participate in planning PD initiatives.
- Coordinate quarterly meetings of regional service providers via distance technology and one annual face-to-face gathering.
- Communicate with AAISA ED & Board on emerging issues and trends for regional service providers, and help ensure AAISA's input on provincial, regional and national tables to reflect the needs and priorities of small centres.
- Work with IRCC and Settlement Umbrella Organizations to facilitate links and sharing of best practices between regional members in Manitoba with SPOs working in similar size centres in other Provinces.
- Participate in the design and implementation of evaluations of regional engagement initiatives.

DELIVERABLES:

- Conduct face-to-face meetings with service providers in 4-8 communities to learn about regional service providers and assess their needs and priorities.
- Develop an outline for a training manual for regional members in consultation with regional service providers, and develop one initial module.

- Develop other tools as requested by regional service providers.
- Other duties as assigned.

EXPERIENCE AND QUALIFICATIONS:

- A Bachelor's Degree in the social sciences or humanities or another relevant field will be considered, or equivalent experience.
- Minimum of 3 years of relevant work experience in the non-profit sector.
- Demonstrated settlement and integration sector expertise.
- Experience in a regional settlement service provider is an asset.
- Demonstrated ability to establish collaborative relationships with both internal and external stakeholders.
- Strong cross-cultural communication skills.
- Skilled meeting facilitator and knowledge of adult education principles.
- Expertise in meeting and event planning.
- Well-developed written and verbal communication skills, and critical thinking capabilities. Intermediate mastery of MS Office.
- Document and technical writing skills.
- Strong problem-solving and analytical skills.
- Proactive, resourceful, takes ownership, and is able to work effectively on diverse and complex issues under time constraints.
- Ability to work independently and as part of a team.
- Proficiency in oral and written communication in French or another language an asset.
- Must have regular access to a vehicle and valid driver's license.

The list of requirements, duties, and responsibilities is not exhaustive but is merely the most accurate list for the current position. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example, emergencies, and changes in personnel, workload or technical development

Please send resume, cover letter and a recent writing sample to research1@aaisa.ca by 12:00pm on April 14, 2017.