



CommunityWise Resource Centre
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CommunityWise Summer Job Opportunity

Project and Operations Support

(temporary – 40 hours/week, funded through Canada Summer Jobs)

Wage: \$12.20/hour (+ 4% vacation pay)

Location: This position will work primarily on-site at CommunityWise: 223 12 Avenue SW

Application Deadline: Monday, June 19, 2017 at 4pm

Start Date: Tuesday, July 4, 2017

End Date: Friday, August 25, 2017

Interviews will take place during the week of June 26, 2017. We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process.

Role:

Working with the CommunityWise Staff Collective, the successful candidate will support CommunityWise's member survey that will be conducted for the purpose of more equitably delivering services to members, and assist with the creation of a series of deliverables for CommunityWise's Anti-Racist Organizational Change (AROC) project. They will also perform administrative and member support.

CommunityWise Overview:

CommunityWise is a nonprofit centre which means that we provide affordable office and meeting spaces and other backbone infrastructure (shared internet, office equipment, mailboxes, kitchen equipment), as well as collaborative capacity-building and programming supports to nonprofit member organizations. We support around 90 small nonprofit and grassroots organizations whose work spans a diverse spectrum of social, environmental, and cultural issues. About 30 of the members are physically co-located within our space as Tenants and the other 60 are known as Associate Members who access common spaces or other resources for their initiatives and events.

Mission

To be a community hub, providing inclusive and affordable space and community development programs to support and strengthen diverse grassroots and non-profit members.

Vision

To achieve equitable social change through collaborative work.

Equity Framework and the Anti-Racist Organizational Change (AROC) Project

CommunityWise's current strategic focus is the creation of an Equity Framework, centered on anti-racism, to inform CommunityWise's governance, policies, and culture. Since March 2016, CommunityWise has been undertaking an extensive community engagement process that centers the voices of those most impacted by organizational racism in Calgary's non-profit sector: racialized and Indigenous individuals.

Staff Collective

CommunityWise staff are expected to work co-operatively with others; demonstrate flexibility in organizing work; show a high degree of initiative, discernment and resourcefulness; have effective communication skills; and demonstrate thoughtfulness in decision making. Staff must be willing to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks alongside members of the Staff Collective and Board of Directors. CommunityWise maintains a flat organizational structure.

Primary Duties and Responsibilities:

Project Support (65% of role)

- Review results and recommendations from previous member surveys and update survey questions in collaboration with CommunityWise Staff Collective and external evaluator
- Develop and implement an outreach and engagement plan to encourage member survey participation by CommunityWise members
- Analyze survey data in collaboration with external evaluator
- Support the creation of final deliverables for Anti-Racist Organizational Change (AROC) project: training manual; resource booklet; and web resources

Operational (25% of role)

- Support office administration services (reception, room bookings, database input) as needed and decided by the Staff Collective
- Support a wide range of public and member inquiries into services available at the centre, referring to appropriate contacts when necessary
- Attend bi-monthly Board meetings

Leadership (10% of role)

- Participate with the Staff Collective in supporting and enhancing the ongoing strategic direction of CommunityWise
- Attend monthly Staff Collective meetings
- Foster effective teamwork between co-workers, CommunityWise members, and community participants, with strategies to animate shared space and create innovative opportunities for collaboration

Qualifications:

- Education in a related discipline (social work; community development; development studies; urban studies; sociology; anthropology; human geography; communications)
- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- Understanding of core community development concepts
- Experience with community-based projects
- Ability to prioritize workload and the flexibility to manage multiple tasks as required
- Excellent communication, interpersonal, and organizational skills
- Comfortable working in both self-directed and team environments
- Proficient with Microsoft Office

Canada Summer Jobs Requirements:

As this position is funded through the **Canada Summer Jobs** program, applicants **must** meet the following program requirements:

- Be between 15 and 30 years of age at the start of employment
- Have been registered as a full-time student during the previous academic year and intend to return to school on a full-time basis for the upcoming academic year
- Be a Canadian citizen or permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to Apply:

Please send a **resume and cover letter** to Erin McFarlane at erin@communitywise.net by **Monday, June 19, 2017 at 4 pm.**

Only qualified candidates will be contacted for an interview.

CommunityWise is committed to inclusion and equity and strives to ensure that our Staff Collective reflects the diversity of our Membership. We are committed to removing barriers to employment that are faced by equity-seeking groups and encourage (but do not require) members of these groups to self-identify as such in their cover letters.

In accordance with our Anti-Racist Organizational Change (AROC) project and the current compositional needs of our Staff Collective, we particularly encourage applications from individuals who self-identify as racialized or Indigenous (First Nations, Metis, or Inuit).*

**The term “racialized” is used here instead of the more outdated and inaccurate terms “racial minority”, “visible minority”, “person of colour”, or “non-White”.*