



CommunityWise Resource Centre
223 12th Avenue SW
Calgary, Alberta, T2R 0G9
Ph: 403-261-9660
Fax: 403-234-9532
Email: info@communitywise.net
Web: communitywise.net

CommunityWise Summer Job Opportunity (Student)

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 applications.

Project and Operations Support (funded through Canada Summer Jobs) (part-time for 8 weeks, flexibility in schedule)

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

Application Deadline: Friday, June 22, 2018 at 4pm

Start Date: Tuesday, July 10, 2018

End Date: Friday, August 31, 2018

Interviews will take place during the week of July 2, 2018. We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process.

CommunityWise Overview:

CommunityWise is a non-profit centre which means that we provide affordable office and meeting spaces and other backbone infrastructure (shared internet, office equipment, mailboxes, kitchen access), as well as collaborative capacity-building and programming supports to non-profit member. We support around 90 small non-profit and grassroots organizations whose work spans a diverse spectrum of social, environmental, and cultural issues. About 30 of the members are physically co-located organizations 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, affordable, and equitable 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 undertaken an extensive community engagement process to inform our process of Anti-Racist

Organizational Change (AROC), and we have created [tools and resources](#) that share our experience of becoming a more equitable organization.

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 and actively cultivates an inclusive and equitable work environment.

Role:

Working with the CommunityWise Staff Collective, the Project and Operations Support role will support CommunityWise's member survey that will be conducted for the purpose of more equitably delivering services to members. The role will also include operational and programming support.

Primary Duties and Responsibilities:

Project Support (60% of role)

- Review results and recommendations from previous member surveys and update survey questions in collaboration with 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 Staff Collective and external evaluator
- Contribute to results dissemination plan

Operational and Programming (30% of role)

- Support office administration services (reception, mail delivery, room bookings, document creation)
- Attend to a wide range of public and member inquiries into services available at the centre, referring to appropriate contacts when necessary
- Contribute to program planning and implementation (e.g. first aid training, member orientation)

Leadership (10% of role)

- Participate with the Staff Collective in supporting and enhancing the ongoing strategic direction of CommunityWise
- Attend bi-monthly Staff Collective meetings
- Attend Board and Committee meetings as needed
- 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; women's studies)
- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- Basic familiarity with survey development and implementation
- 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 and Gmail

Canada Summer Jobs Requirements:

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

- Be between 15 and 30 years of age (inclusive) 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 during the upcoming academic year
- Be a student in a secondary, post-secondary, vocational, or technical program
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations

How to Apply:

Please send a **resume and cover letter** to Erin McFarlane at [hiring@communitywise.net](mailto: hiring@communitywise.net) by **Friday, June 22, 2018 at 4 pm.**

Only applicants selected for interviews will be contacted.

Discrimination on grounds set out in the [Alberta Human Rights Act](#) will not be tolerated at CommunityWise. If you wish to file a complaint about discrimination within this job competition, you may do so to the CommunityWise Board of Directors at [board@communitywise.net](mailto: board@communitywise.net). You may also file a complaint with the [Alberta Human Rights Commission](#).