



CommunityWise Resource Centre
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CommunityWise Summer Job Opportunity

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.

Administrative and Community Development Support (funded through Canada Summer Jobs) (full-time for 8 weeks, some flexibility in schedule)

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

Application Deadline: Friday, June 21, 2019 at 4pm

Start Date: Monday, July 8, 2019

End Date: Friday, August 30, 2019

Interviews will take place from July 2-4, 2019. We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process.

CommunityWise Overview:

CommunityWise is a nonprofit centre that, for 40 years, has existed to support and strengthen diverse grassroots groups and nonprofit organizations through our central location in the historic Old YWCA Building. We provide affordable and inclusive office and community space, backbone infrastructure (shared internet, mailboxes, office equipment), and collaborative capacity-building supports to 90 member organizations whose work spans a diverse spectrum of social, environmental, and cultural issues. We also engage in an array of community and nonprofit sector development work with a focus on anti-racism and equity. We are located on Treaty 7 territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney-Nakoda and Métis Nation, Region 3.

Mission

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

Vision

A community cultivated by and for everyone.

Values

- **Mutuality:** We cultivate relationships, connection and collaboration because of their shared benefits and because together we can withstand individual and shared challenges.
- **Inclusion:** We respect and elevate diverse voices, practices and cultures, individual uniqueness and collective wisdom.
- **Accountability:** We are responsible to our shared space, to each other, to the larger community, and to the planet.

- **Trust:** We have confidence in the knowledge, experience, and ability of our members and partners, and actively work to keep their trust in us.
- **Equity:** We recognize and redress historical and current-day inequities experienced by certain equity-seeking groups and strive for their barrier-free participation.

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

Since March 2016, CommunityWise’s strategic focus has been the creation of an Equity Framework, centered on anti-racism, to inform CommunityWise’s governance, policies, and culture. The AROC process has four related pathways: learning and knowledge-generation through the AROC Advisory and Working Groups; organizational changes at CommunityWise through staff, board, structures, and policies; impact on our racialized and Indigenous Member groups; and, impact in the broader grassroots and nonprofit sector. The process we’ve undertaken has been documented in several shareable [tools and resources](#).

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 closely with the CommunityWise Staff Collective, the Administrative and Community Development Support role will assist with the planning and implementation of CommunityWise’s programming activities and will also perform ongoing administrative and facilities duties that are vital to the day-to-day functioning of our nonprofit hub.

Primary Duties and Responsibilities:

Administrative (50% of role)

- Support office administration services (reception, mail distribution)
- Assist with organizational administration (take meeting minutes, compile reports, update key documents, member data management)
- Contribute to communications (newsletter, poster creation, social media)

Programming and Member Support (30% of role)

- Attend to a wide range of public and member inquiries into services available at the centre, referring to appropriate contacts when necessary
- Participate in the planning and implementation of CommunityWise programming (40th anniversary programming, volunteer appreciation activity)

Facilities (10% of role)

- Assist with basic facilities upkeep and maintenance (washroom supply replenishment, tidying common spaces, light gardening)

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, members, and community participants

Qualifications:

- Some post-secondary education in a related discipline (social work; community development; nonprofit management; development studies; urban studies; sociology; anthropology; human geography; communications; women's/gender studies)
- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- Interest in community development and organizational capacity-building
- 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
- Previous administrative experience would be an asset

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
- 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

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

How to Apply:

Please send a **resume and cover letter** to Erin McFarlane at [hiring@communitywise.net](mailto: hiring@communitywise.net) by **Friday, June 21, 2019 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](#).