



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. We envision a future where women from diverse backgrounds are empowered to reach their goals and dreams as equal and contributing members of Canadian society. CIWA's Mission is to deliver professional services that facilitate the integration and full participation of women and their families in the community. We are seeking an individual who shares our values of Equality, Empathy, Integrity and Inclusiveness.

**Business Development Coordinator
Full Time Position - 37.5 hours per week
Competitive salary and benefits package**

The Business Development Coordinator will be responsible for liaising with current CIWA business and community contacts and developing new contacts in order to identify mutually beneficial programs and services. As well, this position is responsible for anticipating and planning for changes needed for employment and language training programs. The incumbent will work collaboratively with Department Managers in the writing and submission of reports and project proposals.

DUTIES AND RESPONSIBILITIES

- Create and foster relationships with business partners
- Develop solid company partnerships that create mutually beneficial programs or services and collaborative initiatives geared toward employment and language training for immigrant and refugee women.
- Create a tracking system which monitors CIWA interaction with businesses
- Act as the main point of contact for new and existing business relationships within multiple programs and services
- Promote CIWA within the corporate world through the collaborative development of a comprehensive marketing and communication plan
- Assist in the development of promotional materials that target business partners
- Conduct needs assessment analysis of collaborating business partners
- Research and identify industries and companies that employ large numbers of immigrant and refugee women
- Increase level of satisfaction of interaction with CIWA as reported by business partners
- Coordinate and participate in program promotion and orientation in the business community
- Prepare and implement program evaluation tools as they pertain to business partners
- Assist with the organization of program participants work experience placements and subsequent site visits/audits
- Liaise and coordinate communication with collaborating program partners
- Coordinate and conduct follow ups with collaborating program partners
- Provide regular reporting and updates to funders and to the Department Manager
- Participate in CIWA events as required
- Other duties as assigned by the Department Manager

QUALIFICATIONS

- Post-secondary education in the area of Communications Studies, Education, Humanities, and/or Social Sciences
- Experience with and/or sound knowledge of communication and marketing
- Proven experience developing and fostering business partnerships/collaborations

- Experience with program planning, program implementation, and program logic models
- Understanding of outcome measurement tools
- Proven experience in proposal/report writing
- Computer literacy and strong communication skills including writing skills
- Experience working with immigrants dealing with language barriers
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Strong teamwork skills and the ability to work with multiple program, services and positions within the organization

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary, AB T2G 4Z6
Fax 403.264.3914
Email careers@ciwa-online.com

Closing date - March 12, 2010

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.