



*Calgary Immigrant Women's Association is a not for profit immigrant serving agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

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**Outreach Worker – One on One Counselling program**  
**Full Time Position - 37.5 hours per week**  
**Competitive salary and benefits package**

The role of Outreach Worker is to identify and promote activities that will enhance CIWA programs and services through community events and presentations. The Outreach Worker will be responsible for establishing and maintaining collaborative relationships with community partners. Additionally, this position will offer support to group activities for youth and senior immigrant women.

**DUTIES AND RESPONSIBILITIES**

- Responsible for outreach and promotion of program and overall CIWA services and for identifying outreach opportunities
- Responsible for enhancing CIWA's presence and visibility in the community
- Establish relationships with educational institutions, community and cultural organizations for the purpose of collaboration, promotion and client recruitment and support
- Develop and execute creative methods to reach and attract youth and senior clientele
- Maintain accurate records of all CIWA outreach activities, contacts and resources in outreach log
- Coordinate CIWA program staff attending outreach events
- Work collaboratively with other outreach staff, program staff and Communications and Marketing Lead on all outreach endeavors including attending regular team meetings
- Participate in and represent CIWA at community/public events, inter-agency meetings and PR related functions for the programs (open houses, community meetings and so forth)
- Regularly distribute program resources throughout the community and update community directories with program information
- Work collaboratively to meet program and organizational outreach goals
- Evening/weekend hours may be required
- Assist program staff with offering group activities for youth and senior immigrant women as and when required
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager

**STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

## QUALIFICATIONS

- Bachelor's Degree, Diploma or Certificate in related field or equivalent experience
- Strong knowledge and experience in marketing and outreach processes and best practices
- Effective interpersonal communication skills and strong writing skills
- Experience and comfort with public speaking
- Experience with database and record management
- Well-organized, self-motivated and efficient
- Cultural sensitivity
- Adaptive and works well with a wide variety of people
- Flexible and able to accommodate new and challenging situations
- Proficient in MS Office
- Second language would be an asset

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 - 4<sup>th</sup> Avenue SE  
Calgary Alberta T2G 4Z6  
Fax 403.264.3914  
Email [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*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.*