



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.

Project Coordinator – Pathways to Success Project
Full Time Position - 37.5 hours per week
Competitive salary and benefits package
One year contract

The role of the Pathways to Success Project Coordinator is to oversee all aspects of the career mentorship project. This project works towards enhancing the career readiness of immigrant girls between the ages of 14 to 21 through mentoring opportunities. The Coordinator will recruit, screen and match mentors and mentees through targeted educational and career mentoring opportunities. The Coordinator will be also be responsible for project outreach in the community and schools and liaising with other organizations offering mentorship and employment support.

DUTIES AND RESPONSIBILITIES

- Oversee all aspects of the project including: outreach and promotion, facilitation, evaluation, reporting and liaising with other organizations
- Ensure intake, assessment and comprehensive client records are maintained
- Project marketing, client and mentor recruitment
- Responsible for completion of funder reports with statistical information, data entry and project outcome measurement
- Coordinate all project activities with any project partners or other community agencies
- Connect with service providers, ethnic community associations, schools and businesses to promote the project and youth career mentoring opportunities
- Recruit, select and match mentors and mentees from educational institutions and ethnic communities
- Train and support mentors in the project
- Organize training and orientation sessions for mentors and mentees
- Organize group mentoring activities including orientations, field trips, and workshops
- Conduct ongoing follow up and support for mentors and mentees volunteer trainers
- Recruit, coordinate and supervise volunteer mentors
- Assist mentors and mentees with action plans
- Assist mentors and mentees with organization of school and community presentations
- Organize 20 hours job shadowing opportunities for participants
- Ensure client data entry is complete in CMS databases
- Evaluate the project according to funder requirements
- Provide regular reporting and updates to funders and to the Department Manager
- 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

- Post-secondary education in the areas of Social Work, Education, Communications, Social Sciences or other related fields
- Group facilitation skills
- Superior written, communication and presentation skills
- Experience in outcome measurement
- Ability to research and access resources
- Ability to deal with people in different situations
- Self-starter within a fast-paced, highly collaborative environment
- Excellent word processing and computer skills
- Professional attitude and leadership skills
- Proven experience in proposal and report writing
- Computer literacy and strong communication skills including writing skills
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Ability to work independently and as part of a team
- High motivation and positive attitude
- Valid driver's licence and transportation

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 Alberta T2G 4Z6
 Fax 403.264.3914
 Email 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.