

Position: OUTREACH PROJECT COORDINATOR
Department: Newcomers Services
Closing Date: Until Suitable Candidate is Found
(Position Start Date: 1 April 2020)

OVERVIEW

Are you an outgoing person who loves to share knowledge and build connections? As our Outreach Project Coordinator, you'll be working with our Newcomers staff on some new initiatives that aim to welcome newcomers to our community, improve the connectivity between our established and newest residents, and help our local providers learn more about community needs. This is a two-year, full-time position. We offer benefits that include health and dental insurance, vacation pay, professional development opportunities, and more!

Duration: 1 April 2020—31 March 2022

Workload: 30 hours/week

Rate of Pay: \$24-25/hour

Key Responsibilities:

- Work cooperatively with Newcomers Services staff to develop survey instruments to gauge feedback and assess needs, coordinate data collection, and compile reports
- Coordinate Information sessions by recruiting volunteers, booking sites, arranging for refreshments/incentives, developing survey instrument, potentially facilitating sessions
- Create promotional materials and educational brochures
- Work cooperatively with Newcomers Services staff to record life story interviews and craft exhibits in cooperation with interviewees and staff
- Network and maintain contact with local stakeholders
- Conduct public presentations on newcomers, community resources, and inclusion
- Maintain records and compile reports to the Executive Director when necessary

The ideal candidate will possess the following qualities and skills:

- Ability to work both independently and as a team
- Candidate should demonstrate strong organizational capabilities, detail-oriented
- Developed written and oral communication skills, comfort with public speaking ideal
- Experience in event planning preferred
- Proficiency in Microsoft Office programs (e.g. Word and Excel) required
- Second language proficiency an asset, especially if Low German
- Post-Secondary education in marketing, media, or social sciences an asset

About Us

Taber & District Community Adult Learning Association is a non-profit organization committed to inclusion, lifelong learning, and community spirit. We have served the Taber region for nearly 50 years, and have recently extended specific services to our newest residents through our Newcomers Services. In our Newcomers Services Department, we offer settlement services, translation and interpretation services, and now, community outreach!

HOW TO APPLY

Please email your resume and cover letter in PDF format to:

Jane Brenner

TDCALA Executive Director

ExecutiveDirector@TaberAdultLearning.com