

# Flourish with Carya



## Coordinator – Community Connector

### ABOUT THE ROLE

**Locations:** Village Commons, 610 8 Ave SE and in community

**Part Time Temporary:** 30 hours per week until December 31, 2026

**Salary:** \$43,520 - \$54,400

The **Community Connector Coordinator** works collaboratively on CDLI's Building Connected Communities (BCC) Project alongside the BCC Project Lead, Capacity Builder, Community Connector Coordinator, Community Partners, and Community Connectors, with support from CDLI's Core Staff Team. The BCC Project was developed following CDLI's successful 2024 application to the City of Calgary's *Building Connected Communities* call for proposals.

### WHO YOU ARE

- You believe in the power of community and lead with clarity, care, and consistency to support others in doing their best work.
- You are a relationship-builder who values equity, shared learning, and collaboration, and who creates space for people and ideas to grow.
- You are thoughtful and organized, balancing learning, reflection, and accountability while contributing to meaningful community-led change.

### WHAT YOU WILL DO

#### Community Connector Supervision

- Provide guidance and oversight to Community Connectors through regular check ins focused on administrative requirements, project progress, and ABCD implementation.
- Ensure Connectors have the tools, resources, and information needed to deliver on project goals effectively.

#### Convening Community Organizations

- Design and facilitate a monthly Community of Practice in collaboration with community partners and the BCC Project Team.
- Foster a peer-learning environment grounded in equity, anti-racism, and decolonization.
- Identify and support capacity-building opportunities for Community Connectors and CHOs.

#### Asset-Based Community Development (ABCD) Capacity Building

- Support the implementation of ABCD principles across participating communities.
- Build and maintain strong, collaborative relationships with Community Connectors and community partners.
- Contribute to the development and delivery of ABCD-focused workshops, events, and learning opportunities.

#### Developmental Evaluation and Project Learning

- Collaborate with internal teams and external evaluators to document progress, milestones, and engagement.
- Support Community Connectors in timely, accurate data collection and reporting.
- Maintain organized records while contributing to shared evaluation and learning processes.

#### Organizational and Team Support



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- Participate in team meetings to support collaboration and information sharing.
- Assist with general administrative, reporting, and evaluation tasks as needed.

## WHAT YOU BRING

- **A diploma or undergraduate degree in community development, social work, sociology, Indigenous studies, or a related field, or a combination of other education and lived experience that provides a comparable level of knowledge and expertise.**
- At least two years of experience demonstrating effective project coordination, event planning, and group facilitation skills.
- Ability to work both collaboratively within a team and independently.
- Strong leadership and interpersonal skills, with the ability to engage diverse stakeholders and navigate competing interests to achieve common goals.
- Experience providing peer mentorship and guidance in professional or community settings.
- Advanced written and verbal communication skills, with strong attention to detail, enabling clear, timely, and consistent communication with community members, partners, and funders.
- Experience documenting community project progress, participation, and evaluation.
- Proficiency with tools such as Microsoft Office 365, Zoom, Canva, Eventbrite, and Squarespace.
- Flexibility in work hours, location, and engagement approaches.
- Basic knowledge of current community development initiatives and the non-profit sector in Calgary.
- Ability to effectively manage and prioritize your emails and calendar.
- Valid driver's license, vehicle, and insurance are required.

## WHY JOIN TEAM CARYA

Be part of a community of over 100 passionate professionals who live our values of Respect, Kindness, Creativity, Collaboration, Belonging, and Wellness. Together, we make a difference in the lives of more than 40,000 Calgarians every year.

At Carya, we offer:

- **Exceptional work–life balance.** We empower our team to thrive by valuing rest and renewal. Enjoy ample time off, including three (3) weeks paid vacation pro-rated to start date, personal days, and office closure days, so you can bring your best self to work and beyond.
- **Comprehensive benefits.** We invest in your wellbeing and future. You have the opportunity to enrol in employer-paid extended health coverage, including an annual health spending account, after three (3) months, as well as co-pay dental and an RRSP matching program after six (6) months. This support helps employees stay healthy, focused, and confident.
- **Flexibility and support.** We prioritize the growth and development of our team. Our collaborative environment encourages learning, skill-building, and taking initiative, empowering you to make a meaningful impact every day.
- **A culture of belonging.** We value your unique strengths and perspectives. By celebrating diversity and fostering inclusion, we create a workplace where everyone can contribute fully and feel empowered to succeed.

## CLOSING DATE

Until a suitable candidate is found.

## HOW TO APPLY

Please apply through our online recruitment platform at [www.caryacalgary.ca](http://www.caryacalgary.ca). Create an account to upload your resume and cover letter (PDF preferred). Please note that applications submitted without a cover letter will not be considered. We appreciate all expressions of interest, however only candidates selected for an interview will be contacted.



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## Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at [HR@caryacalgary.ca](mailto:HR@caryacalgary.ca) in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check. Carya will provide a digital voucher for the successful candidate within city limits or reimburse the cost for those living outside city limits.

