

Flourish with Carya



Financial Wellness Facilitator

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

ABOUT THE ROLE

Locations: Village Commons, 610 8 Ave SE

Full Time Regular: 30 hours per week

Salary: \$39,600 - \$50,000

Community Financial Wellness provides support to individuals to help increase their financial literacy and overall financial well-being. The Financial Wellness Facilitator will work collaboratively with **The Way In (TWI)** teams to develop and implement activities that promote the financial well-being of older adults. These activities include offering financial coaching, assistance with managing personal finances, opportunities to build assets, financial literacy workshops, and income tax clinics.

WHO YOU ARE

- You celebrate diversity, lead with empathy, and genuinely care about making a difference in people's lives.
- An organized and critical thinker who can visualize organizational goals and progress towards them.
- You thrive in a team, value human connection, and believe that kindness and collaboration are just as important as strategy and skill.

WHAT YOU WILL DO

Relationship Building & Community Engagement

- Establish and maintain strong working relationships with participants, community partners, and colleagues.
- Work openly and collaboratively with diverse individuals and organizations, demonstrating awareness and sensitivity to personal and cultural values and ethical priorities.
- Participate in communities of practice, community meetings, and other initiatives.
- Disseminate information and educate community partners and participants about external resources and Carya programs that help individuals achieve their full potential.
- Represent Carya and its brand within the broader sector and champion the agency's mission and values.

Program Delivery

- Prepare and facilitate community financial well-being activities, including workshops at Carya and in the community.
- Facilitate financial literacy workshops at Carya and in community settings.
- Facilitate and support the Financial Coaching program.
- Coordinate seasonal and year-round income tax clinics.
 - Work with the Volunteer & Student Coordinator to ensure effective staffing and volunteer documentation within Better Impact.
- Flexible scheduling is required to meet the needs of the program, including availability for evenings and weekends as necessary.



Flourish with Carya



Data and Reporting

- Collect and prepare data in alignment with reporting and evaluation requirements.

This task list is not intended to be exhaustive, and other tasks may be identified from time to time.

WHAT YOU BRING

- **Bachelor's degree in social work, community development or a related field, or a combination of education and experience.**
- Minimum of 2–3 years of experience working in the social service sector; experience working with older adults is preferred.
- Strong presentation and facilitation skills, with effective communication and interpersonal abilities; experience in facilitating financial topics is preferred.
- Demonstrated knowledge of financial wellness resources within Calgary, the province of Alberta, and at the national level.
- A positive attitude and the ability to balance a commitment to quality service are essential.
- Exceptional teamwork and collaboration skills.
- Excellent oral and written communication skills.
- Momentum Financial Literacy and Financial Coaching is an asset.
- Completion of Natural Supports Framework training is an asset.
- Certification with the Alberta Family Wellness Initiative's Core Brain Story is an asset.
- Proficiency in Microsoft 365 with a focus on SharePoint, Word, Teams, and Outlook.
- Ability to effectively manage and prioritize your emails and calendar.
- Valid driver's license, vehicle, and insurance are required.

WHY JOIN TEAM CARYA

When you join team Carya, you join over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- Exceptional work life balance including paid vacation time off, personal time off each month and office closures during the year.
- A supportive and flexible work environment that includes professional development opportunities.
- A focus on health and wellbeing including access to virtual mental and physical health supports, employer paid extended health benefits, dental benefits, an annual health spending account and Employer matched RRSP contributions.
- Recognition that people are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

The successful applicant will receive a comprehensive total compensation package including:

- Employer-paid premiums for extended health benefits and 50/50 share of dental premiums.
- Up to 7% RRSP matching.
- Annual Health Spending Account.
- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of employment.
- Monthly Personal Time Off (PTO) day.
- Paid office closure days between Christmas and New Year.
- Discretionary Day of Observation each year for use on a day that is of personal significance.
- Agency provided property as needed by the role.



Flourish with Carya



CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Submit the PDF while applying on our website's Join Our Team page.
3. Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

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 in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search.

Carya – Nurturing the Potential in Every Calgarian

