



Position Title:	Anti-Racism Capacity Building Specialist
Report to:	The Executive Director
Position Type:	Full-time Temporary Position
Length of Position:	Up to 23 months
Hours of Work:	35

About Us

The Volunteer Centre of Calgary is a civic infrastructure organization that operates the VolunteerConnector platform, which helps individuals find meaningful ways to contribute their time, skills, and energy to causes that matter to them. As a central hub for the nonprofit sector, VolunteerConnector offers organizations flexible and accessible support, whether through personalized coaching, professional development, or 24/7 access to our robust digital platform. These services are intentionally designed to meet organizations where they are, recognizing that the path to equitable volunteer engagement is not a one-size-fits-all approach.

Job Summary

We are seeking an **Anti-Racism Capacity Building Specialist** to lead the delivery of anti-racism education, training, and organizational support for over 1,350 nonprofit and community organizations. Reporting to the Executive Director, this position will play a key role in embedding anti-racist practices into volunteer engagement and service delivery, ensuring that Calgary's nonprofit sector becomes more equitable, inclusive, and responsive to the needs of Indigenous, Black, and diverse racialized communities. The ideal candidate will have deep knowledge of anti-racism and anti-colonial frameworks, experience in organizational development and adult learning. This is an exciting opportunity for an experienced practitioner passionate about driving systemic change and building a more equitable nonprofit sector.

Primary Duties and Responsibilities

Resource Integration

- Collaborate with key stakeholders to adapt and integrate anti-racism training materials into the VolunteerConnector platform.
- Ensure all materials are trauma-informed, culturally responsive, and accessible to a broad range of nonprofit organizations, including small grassroots groups with limited capacity.
- Work with internal teams and technology providers to make these resources easy to access and relevant for nonprofit leaders, staff, and volunteers.

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Training & Facilitation

- Design and deliver monthly training sessions (virtual and in-person) for nonprofit leaders, staff, and volunteers.
- Lead interactive workshops that encourage dialogue, reflection, and practical application of anti-racism principles in policies, programs, and volunteer engagement.
- Develop supplementary resources (e.g., toolkits and guides) to support ongoing organizational learning.

Coaching & Organizational Support

- Provide one-on-one coaching to organizations, assessing readiness for anti-racism work and offering customized strategies for progress.
- Act as a trusted advisor to nonprofit leaders, providing ongoing support to embed anti-racism into organizational culture.

Evaluation & Reporting

- Establish clear success indicators for training, coaching, and resource adaptation.
- Conduct follow-up evaluations at 3, 6, and 12 months with participating organizations.
- Contribute to final project reports, summarizing outcomes, lessons learned, and recommendations for sustainability.

Outreach & Communication

- Work with the Communications team to highlight success stories and share resources through newsletters, social media, and other channels.
- Represent the organization at community events, sector gatherings, and forums to promote anti-racism efforts and build partnerships.

Skills and Competencies

- Deep knowledge of anti-racism, anti-colonial, and culturally responsive frameworks.
- Strong facilitation skills for engaging adult learners in meaningful, transformative discussions.
- Experience coaching organizations to implement and sustain anti-racist practices.
- Excellent relationship-building and communication skills with diverse stakeholders.
- Ability to track progress, evaluate outcomes, and adjust strategies as needed.
- Proficiency with digital tools for training and resource delivery.
- Commitment to equity, diversity, inclusion, and reconciliation, with trauma-informed practice.



Qualifications

- A degree in social sciences, nonprofit management, public administration, education, organizational development, or a related field (graduate-level education is an asset).
- Minimum 7–10 years of experience in anti-racism, equity, or inclusion work, preferably within the nonprofit or community sector.
- Proven experience designing and delivering training for adult learners.
- Knowledge of systemic barriers faced by Indigenous, Black, and other racialized communities in volunteering and community services.
- Experience providing coaching or advisory support to organizations.
- Strong written and verbal communication skills, with the ability to adapt content for diverse audiences.
- Familiarity with Calgary's nonprofit landscape and experience working with multi-stakeholder networks.

Work Environment

We operate in a fully remote environment, leveraging digital collaboration tools to maintain effective communication and productivity. Despite the remote setup, the **Anti-Racism Capacity Building Specialist** is expected to engage in in-person meetings and events to cultivate and maintain essential relationships with funding partners, community organizations and other stakeholders.

How to Apply

If you are passionate about advancing equity and helping nonprofits build anti-racist practices, we want to hear from you.

Please submit your resume and a cover letter outlining your experience and why you are the right fit for this role to milton@volunteerconnector.org with the subject line: *Anti-Racism Capacity Building Specialist – Application*.

Application deadline: August 18, 2025. Applications will be reviewed on a rolling basis, so we encourage you to apply early for priority consideration.

We are committed to building a team that reflects the diversity of the communities we serve. We strongly encourage applications from Indigenous, Black, and racialized individuals, people with disabilities, 2SLGBTQIA+ community members, and those with lived experience of systemic inequities. If you require accommodation during the application or interview process, please let us know, and we will work with you to meet your needs.

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