

**Employment Opportunity
Quick turnaround position
Project Coordinator - Part-time 30 hours/week
Closing Date: September 7, 2023**

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth, and families. CBFY is in its 33rd year of service and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public school boards in Calgary, Calgary Board of Education and Calgary Catholic School District to ensure that youth and their families are equitably engaged to thrive.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurate and credibly measured outcomes and 5) impact and expanded capacity to meet the needs of our clients. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning, and positive relationships.

About the position:

The Project Coordinator will oversee the implementation of the Neighbourhood Newcomer Engagement in Schools Support Teams (NNESST) within CBE and CCSD schools through the school year 2023-24.

Scope of Duties and Responsibilities:

Organization and Coordination:

- Connect with school board personnel to build frameworks for involvement in schools within the scope of the partnership agreements.
- Coordinate, oversee and establish expectations for communication, location, reporting between school staff/administration and CBFY staff.
- Support professional development within CBFY and CBE as required and appropriate.
- Create, deliver, and support presentations for schools/staff that are both culturally sensitive and effective.
- Assist and report to the Director of Program with the measurement and evaluation of NNESST program outputs, outcomes, and impact.
- Evaluate NNESST programs to ensure effectiveness; provide feedback to the Director of Program in a timely manner.
- Research, develop and recommend new and innovate ways to improve programs to the Director of Program.
- Coordinate and facilitate engaging activities in the classroom, gymnasium and outdoors.

Communication and Facilitation:

- Communicate with the Director of Programs in a timely manner regarding high priority and sensitive items (Child Abuse, Sexual Harassment etc.).
- Create and design program promotional material including posters, brochures, advertisements, and other types of print and online media.
- Promote and contribute to various social media sites regarding program (i.e., Facebook, Twitter, etc.)
- Respond to general inquiries from the public, schools, and clients as appropriate.
- Liaise and promote program with schools, community partners and CBE.
- Present to large and small groups of youth, parents, CBFY staff and other stakeholders as required.
- Be a positive ambassador in the community for CBFY initiatives across the city.

Supervision:

- Support the Integrated Services Deliver Model implementation with NNESST personnel and Program Volunteers, reporting program outcomes to the Director of Programs and managing a variety of administrative tasks.
- Complete performance evaluations as appropriate and required.
- Supervise and complete evaluations for NNESST Teams involvement in schools as required.

Other:

- Ensure that rules, regulations and policies of The Calgary Bridge Foundation for Youth and their respective partners are adhered to.
- Ensure client information is kept up to date, organized and confidential (i.e., completed registration forms, field trip permission forms, surveys).
- Collect and input information into computer databases on a regular schedule.
- Ensure sufficient material and supplies are on hand for appropriate programs.
- Perform other duties of the Program Coordinator role as needed.

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

Qualifications and Requirements

- Master's level degree in Education or Sociology.
- Have 3 or more years of direct experience working with families.
- Have direct experience working with children and families from diverse cultural and socio-economic backgrounds.
- Having experience working with the school boards at the management level.
- Project management skills.
- Have experience working with at risk families with complex needs.
- Proficient with using databases and current technology.
- Working knowledge of assessments tools.
- Must have a reliable vehicle and proof of adequate vehicle insurance.
- Ability to work independently or in a team environment.
- Flexibility in scheduling working hours with clients to meet the needs of youth and their families.
- Familiarity with immigration and services for refugees is an asset.

Please [submit](#) your resume and cover letter including salary expectations. We thank all candidates who apply. A strong candidate has been identified but all applications will be considered. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individuals. Visit our website at www.cbfy.ca