



CommunityWise Resource Centre
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CommunityWise Employment Opportunity

CommunityWise is committed to inclusion and equity and strives to ensure that our Staff Collective reflects the diversity of our Membership. We are committed to removing barriers to employment that are faced by equity-seeking groups and encourage (but do not require) members of these groups to self-identify as such in their applications.

In accordance with our current Employment Equity Policy, and given the compositional needs of our Staff Collective, we strongly encourage individuals who self-identify as racialized or Indigenous (First Nations, Metis, or Inuit) to apply for this position.*

**The term “racialized” is used here instead of the more outdated and inaccurate terms “racial minority”, “visible minority”, “person of colour”, or “non-White”.*

Anti-Racist Organizational Change (AROC) Support Staff (part-time, temporary – 14 hours/week for 24 weeks, flexibility in schedule)

Wage: \$25/hour (+ 4% vacation)

This position has access to \$500 from a reimbursement Wellness Fund that can be spent at their discretion for health and wellness needs.

Location: The location for this position is flexible; the Support Staff is required to be on-site at CommunityWise (223 12 Avenue SW) for a few hours each week but can work off-site for the remaining hours if they choose to. Access to a laptop will be provided if working off-site.

Application Deadline: Friday, March 9, 2018 at 4 pm

Start Date: Tuesday, April 17, 2018

End Date: Friday, September 28, 2018

Interviews will take place during the week of March 19th. We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process.

CommunityWise Overview:

CommunityWise is a nonprofit centre, which means that we provide affordable office and meeting spaces and other backbone infrastructure (shared internet, office equipment, mailboxes, kitchen equipment), as well as collaborative capacity building and programming supports to nonprofit member organizations. We support around 90 small nonprofit and grassroots organizations whose work spans a diverse spectrum of social, environmental, and cultural issues. About 30 of the members are physically co-located within our space as Tenants and the other 60 are known as Associate Members who access common spaces or other resources for their initiatives and events.

Mission

To be a community hub, providing inclusive and affordable space and community development programs to support and strengthen diverse grassroots and non-profit members.

Vision

To achieve equitable social change through collaborative work

Equity Framework and the [Anti-Racist Organizational Change \(AROC\) Project](#)

CommunityWise's current strategic focus is the creation of an Equity Framework, centered on anti-racism, to inform CommunityWise's governance, policies, and culture. Since March 2016, CommunityWise has been undertaking an extensive community engagement process that centers the voices of those most impacted by organizational racism in Calgary's non-profit sector: racialized and Indigenous individuals.

Staff Collective

CommunityWise staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; show a high degree of initiative, discernment and resourcefulness; have effective communication skills; and demonstrate thoughtfulness in decision-making. Staff must be willing to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks alongside members of the Staff Collective and Board of Directors. CommunityWise maintains a flat organizational structure where all staff are paid the same hourly wage.

Role:

Working with CommunityWise's Equity Framework Coordinator, the Anti-Racist Organizational Change (AROC) Support Staff will support the AROC project primarily through community engagement but will also contribute to other project activities and the work of the Staff Collective more generally.

Primary Duties and Responsibilities:

AROC Community Engagement (50% of role)

- Develop and implement a work plan for community engagement for the Anti-Racist Organizational Change (AROC) project in collaboration with the Equity Framework Coordinator
- Prepare agendas and coordinate logistics for meetings of the [AROC Advisory and Working Groups](#) (e.g., meeting schedule, room set-up, food preparation, etc.) in collaboration with the Equity Framework Coordinator (there will be approximately one 2.5 hour meeting per month)
- Facilitate (or co-facilitate with the Equity Framework Coordinator) meetings of the AROC Advisory and Working Groups using participatory methods
- Compile meeting notes and other relevant documentation from the meetings, including participant tracking spreadsheets
- Coordinate communication with AROC Advisory and Working Group members
- Coordinate honoraria for members of the AROC Advisory Group
- Coordinate external activities of the AROC Advisory and Working Groups (e.g., fulfilling requests for anti-racism trainings)

AROC Project Support (30% of role)

- Ensure the results of community engagement are incorporated into the AROC process at CommunityWise, including equitable policy development and member engagement
- Support the AROC project's strategy, evaluation, and reporting activities
- Participate in external meetings about AROC (e.g., with other nonprofits in Calgary) as needed

Leadership (20% of role)

- Participate with the Staff Collective in supporting and enhancing the ongoing strategic direction of CommunityWise
- Attend twice monthly Staff Collective meetings
- Attend Board and committee meetings and other significant organizational events (e.g., the Annual General Meeting) as needed
- Foster effective teamwork between co-workers, CommunityWise members, and community participants, with strategies to animate shared space and create innovative opportunities for collaboration

Qualifications:

- A well-developed understanding of racism and anti-racism through lived experience and/or formal or informal education. Familiarity with the concepts of systemic racism, colonialism, and intersectionality is an asset.
- Practical experience coordinating and facilitating group sessions. This includes relevant paid and unpaid/volunteer/community work. Knowledge of the principles and strategies of adult learning is an asset.
- Willingness to work within anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- Excellent communication, interpersonal and organizational skills
- Capacity to prioritize workload and the flexibility to manage multiple tasks as required
- Proficiency with Microsoft Office and Gmail

How to Apply:

Please fill out this [application form](#) by **Friday, March 9th, 2018 at 4 pm**. Note: A cover letter is not required.

Only applicants selected for interviews will be contacted

Discrimination on grounds set out in the [Alberta Human Rights Act](#) will not be tolerated at CommunityWise. If you wish to file a complaint about discrimination within this job competition, you may do so to the CommunityWise Board of Directors at board@communitywise.net. You may also file a complaint with the [Alberta Human Rights Commission](#).