



*ActionDignity (Formerly Ethno-Cultural Council of Calgary) is a community-based organization that facilitates the collective voice of Calgary's ethno-cultural communities towards full civic participation through collaboration.*

## **Job Posting # 2002-06**

Position Title: **Anti-Racism Community Action Coordinator**  
Reports To: **Programs and Policy Manager**  
Direct Reports: **Brokers**

## **Position Summary**

ActionDignity, in collaboration with Habitus Consulting Collective, is seeking to hire an Anti-Racism Community Action Coordinator, who will work with the Programs and Policy Manager, the Habitus Consulting Collective Engagement Co-Lead, the Anti-Racism Community Action Plan team, and identified project co-hosts to engage with ethno-cultural communities to support/strengthen The City's Calgary Police Service (CPS)' anti-racism strategy (initial); Conduct targeted outreach with the communities most impacted by the police services/highest representation in the justice system and with the police teams to gain a better understanding of the key priorities for the strategy; and assist to develop a community engagement framework for the CPS that can shape their ongoing work with Indigenous, Black and other racialized community members.

This is a full-time position of 37.5 hours per week from May 2022 to April 2023, with possible extension depending on funding availability. The position requires flexible time commitment.

## **Responsibilities**

### Administration and Reporting

- Update lead around project deliverables and provide written project updates bi-weekly to Habitus and bi-monthly to the CPS
- Develop supervision plan for brokers
- Support management of working with advisory circles like Elder Circle (meeting attendance, planning, etc).
- Review, support writing and provide analytic input into deliverables
- Attend bi-weekly meetings with Habitus and CPS to ensure project deliverables are completed
- Attend ARAC monthly check ins

### Community Engagement

- Broadly engage racialized community members and groups, with attention to those who have been un- or under-represented in previous engagements, particularly men who are impacted by policing issues.



- Review all engagement documents, tools strategy and provide input - leveraging ActionDignity's current connections
- Note-taking and co-facilitation (as needed) of networking group, attending engagement network sessions
- Co-lead the development of the community engagement and recruitment plan
- Oversee and support recruitment of organizations, community members for engagement
- Change and adapt the Community Engagement plan as needed.

#### Broker Management

- Support the hiring and supervision of 15 project brokers.
- Provide mentoring and technical assistance
- Ensure the timely submission of Brokers' timesheet

#### Other tasks:

- Understand the nuanced individual, community, and social impacts of racism.
- Find commonalities and differences across different communities.
- Connect lived experiences to systemic sources of inequity, with a particular focus on Municipal government.
- Identify actionable opportunities for change.
- Identify key non-municipal actors and/or initiatives that can be leveraged to support change.
- Identify key accountability metrics that will demonstrate and monitor change.

#### **Qualifications**

- Minimum 5 years' experience in anti-racism work
- Experience in anti-racism content creation and delivery
- Prior application of an intersectional lens
- Connection with diverse equity-seeking communities
- Skills in facilitation, community development, and relationship building.
- A combination of lived experience and connection with diverse ethnocultural communities.
- Resourceful and effective in networking
- Good oral and written communication skills
- Proficient with Microsoft Office Suite and Zoom
- Flexible with changing workplace setting; comfortable with both online and in-person communication and engagement.
- A plus factor: A good understanding of the vision and work of the City of Calgary

If interested, kindly submit both the cover letter and resume specifying **Job Posting No. 2022-06** via email to [jobs@actiondignity.org](mailto:jobs@actiondignity.org). This posting will remain open until **April 18, 2022** or until we find a suitable candidate. We thank all applicants for their interest, however, only those being considered for interview will be contacted. Thank you.

