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|  | **Indigenous Women** | **July 2024** |
| 1. **Position Information**
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| **Position Title**SAGE Program Coordinator  | **Department**Indigenous Cultural Resources and Programs  | **Location**Calgary - YYC |
| 1. **Position Description and Summary**
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| **SAGE Coordinator** The SAGE Coordinator provides support to Indigenous women with barriers to employment including mental health, addiction, criminal justice involvement and a lack of education and employment skills that are rooted within the issues of intergenerational trauma. The Coordinator utilizes experiential and interactive learning methodologies within the framework of indigenous culture and traditional approaches to facilitate programming.  In addition, the Coordinator provides short-term case management to women who enter the program including supports to address basic needs through systems navigation, counselling, access to day care and affordable transportation and other supports.   **Key Outcomes/Measures of Success:**1. Women gain knowledge through skills and awareness from their participation in the program.
2. Women experience reduced barriers in accessing community resources in particular those associated with employment, training and education.
3. Women are reconnected to their culture.
4. Women feel they have the supports necessary to make healthy decisions and take action towards their next steps towards employment, training, or education planning.
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| 1. **Major Duties**
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| 1. Prepare programming, schedule, format and activities
2. Recruitment of volunteers, contractors, and collaborators in the community and within existing agency programs (Indigenous Cultural Resources and Programs and Volunteer Program)
3. Facilitate program as per curriculum
4. Support women with resources and referrals to contribute to their stability within the program through short term case management supports
5. Market and champion program in the community through presentations, building of networks and regular marketing to the community
6. Recruit, interview and select participants for the program
7. Conduct regular documentation, evaluation and processes necessary for the funding agreement
8. Provide after care supports by referring to internal programs and support
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| 1. **Knowledge and Skills**
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| **Exhibited Skill Sets:** * Strong communication and interpersonal skills.
* Experience working with Indigenous peoples is an asset
* Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
* Impeccable organizational skills to provide accurate and timely documents and paperwork
* Ability to work independently and effectively as part of an integrative team.

**Cultural:** * A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive practice.
* Strong cultural knowledge and understanding of traditional and ceremonial teachings
* Understanding of how to work effectively with Elders, Sacred Teachers and Knowledge Holders and follow traditional protocols
* Indigenous language an asset but not required.
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| **Formal Education** | **Applicable Experience** |
| * Undergraduate or diploma in justice, social work, or other related
* In cases where a degree has not been secured – relevant experience may be considered in lieu of the educational requirement
 | * 1-3 years’ experience minimum
* Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook, TEAMS, Google Networks
* Excellent oral and written communication skills
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| 1. **Review of Existing Position**
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| Original description – updated and approved March 18, 2023 |
| 1. **Salary and Benefits**
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| **Term Position –** Contracted – Regular Salaried**Base Annual Salary Range –** $44,700 - 46,800 Depending on experience**Weekly Hours –** 37.5 hours per week**Benefits –** 65% of benefits package includes dental, health, insurance, long term disability**Pension –** 3% RRSP employer contribution – with minimum 1.5% employee contribution to RRSP or TFSP **Vacation –** 3 weeks annual vacation**Wellness Days –** 4 – 1 per quarter**Paid Time off –** 12 annual sick days, extra approved time off during Christmas vacation and 14.5 Stat and approved holidays. |
| 1. **Competition Deadline and Contact**
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| Send Resume and Cover Letter to: **Nicolle Hans** – manager@elizabethfrycalgary.ca**Deadline: Until Position is hired** |