Position Description: Leading Change Community Developer

Job title	***Leading Change Community Developer***
Reports to	***Leading Change Program Developer***

Job purpose

The Leading Change Community Developer is primarily responsible to support the implementation of the Leading Change model, in collaboration with the Leading Change Program Developer and other ACWS staff.

The Leading Change Inspired Community Model is focused on engaging Alberta businesses, governments, organizations, and communities to prevent and respond to domestic violence. The four key activities of this model are: public messaging; community conversations; institutional advocacy; and learning together.

The Community Developer focuses on maintaining the integrity of the Leading Change Inspired Community Model, applying gendered analysis across all Leading Change projects, continuously engaging and maintaining positive working relationships with community partners and contributors, providing professional development and training, and supporting sustainability initiatives.

Duties and responsibilities

Working closely with the Leading Change Program Developer, the Community Developer is actively involved in engaging communities to participate in Leading Change projects, providing and/or facilitating training, and supporting their implementation. Examples of the key responsibilities in this area include:

<u>Professional Development and Training</u>

The Community Developer provides

- direction in ongoing professional development,
- consultation and support as well as
- training and facilitation services

to community members, schools, non-profits, private sector organizations, and ACWS trainers involved in Leading Change projects across Alberta.

Engage Community Stakeholders and Organizations and Sustaining Relationships

- Sourcing new opportunities to showcase the Leading Change Initiative; i.e. to deliver presentations at conferences, workshops, and community events
- Identifying existing community projects with related goals or interested stakeholders and meeting to discuss potential collaborative efforts
- Engaging community members in the work of Leading Change
- Maintaining contact and communication with community partners, businesses, and other contributors to support their continued interest in Leading Change, and to sustain positive professional relationships between community representatives/stakeholders, member organizations, and ACWS
- Ensuring that Leading Change is well articulated and recognized as an ACWS member service.
- Promoting ACWS resources, services, events, and training opportunities in Alberta communities.

Resources and Materials

The Community Developer participates in the development of Leading Change™ resources and materials. Examples include:

- Supporting the development of key messages and communications
- Informing and developing training materials
- Developing written narratives (i.e. project descriptions, stories) as required for funder/donor reports and organizational purposes
- Keeping all Leading Change resources current and relevant.

Support for Project Evaluation

This position participates in the implementation of an evaluation plan for Leading Change. Examples of responsibilities in this area include:

- Together with the Leading Change Program Developer, monitoring progress and barriers, and providing regular project updates to the ACWS Leadership Team;
- Gathering and recording/entering data as required by the evaluation plan;
- Contributing to the development of statistical and other evaluation reports.

Administration

The Community Developer is responsible for various administrative and reporting responsibilities including:

- Written communications and reporting, including project updates

- Project reports including progress reports and statistical reports.

Core Competencies

- Applies strong knowledge of the design and implementation of workshops and training for adult audiences
- Applies strong knowledge of event design and implementation
- Applies up-to-date knowledge of violence against women issues, current events, and existing resources
- Applies a solid understanding of community development practice and process
- Supports contact and communication with community partners and contributors in a manner that sustains positive professional relationships between community representatives and ACWS
- Adapts quickly in response to feedback from multiple sources
- Strong knowledge of gender-based violence and violence against women issues
- Gathers, synthesizes, integrates, and interprets multi-faceted information from a wide range of sources and perspectives
- Establishes and maintains effective working relationships with others
- Positively influences conflict identification and resolution
- Builds consensus

Qualifications

Qualifications include:

A post-secondary degree in Education, Project Management, Business, Communications, or a related social sciences degree (i.e., community development, social work). Sufficient related professional work experience will be considered in lieu of a degree or in combination with some post-secondary education.

The preferred candidate will:

- Work well both independently and as part of a team.
- Demonstrate excellent teamwork skills
- Have exceptional facilitation skills and experience
- Have training and experience in non-clinical management and support
- Have training experience
- Have experience in Community Development
- Be able to manage multiple priorities simultaneously
- Hold a valid driver’s license and be able to travel regularly across Alberta
- Value the mission of ACWS
- Value making a contribution to the organization’s well-being

- Understand occupational health and safety requirements, engaging men and boys as well as other transformative public education efforts to address violence against women and girls

Working conditions

The Leading Change Community Developer will work primarily from the ACWS offices. Hours of work are 7.5 hours per day, Monday to Friday, during regular office hours (8:30 am- 4:30 pm).

Physical requirements

This position requires spending significant periods of time working at a computer and talking on the telephone. Travel to various areas of the province on a regular basis is required.

Direct reports

This position may be responsible for the management of volunteers.

Compensation

We will offer a competitive salary based on the education and experience of the successful candidate along with a comprehensive benefits package.

Equity, Diversity, & Inclusion

The Alberta Council of Women's Shelters is committed to creating an inclusive workplace that reflects our diverse community. By incorporating a variety of experiences and perspectives, we create opportunities for innovative solutions and maximize the impact of our work. We are focused on women's equality and empowerment and value diversity in its many forms: race, gender, sexual orientation, religion, ethnicity, national origin, and all the other fascinating characteristics that make us unique.
For those who may need accommodation through the recruitment process, please contact us at voice@acws.ca.

Competition open until filled
Send cover letter and resume to: ACWSoffice@acws.ca