



Position: CARE Strategy Manager

Terms: Full-time

Deadline for Application: February 12, 2010

The ISCC acts as a collective voice to identify and address issues related to the settlement and integration of newcomers in Calgary. Our mission is to provide leadership and resources to influence public attitudes and knowledge and support capacity of service providers in the immigrant sector.

We are seeking a full-time Manager for our CARE Strategy. The CARE Strategy is an innovative, community-wide initiative which aims for the same success for children & youth of immigrant families as all children and youth in Calgary.

Primary Responsibilities:

Reporting to the Senior Manager, the CARE Strategy Manager will lead the project's growth in a collaborative environment, developing working relationships with its volunteer members and building bridges and strategic partnerships with the community. The CARE Strategy Manager is the primary catalyst for implementing the CARE Strategy Framework, using passion, drive, excellent government and public relations skills, and past experience with strategic planning and evaluation to carry out their role. The CARE Strategy Manager will raise awareness and work towards gaining full support for the Strategy from government, schools, other institutions, organizations, and citizens.

Skills, Qualifications and Experience:

- Minimum of 5-years experience in program management, strategic planning and outcome evaluations;
- Graduate degree in a related field or equivalent;
- Demonstrated knowledge of cultural, socio-economic and political issues related to settlement and integration of immigrants and refugees;
- Demonstrated success in leading organizational growth in a collaborative environment;
- Experience and understanding of governance structures and processes;
- Excellent skills in government and public relations;
- Excellent facilitation, writing and communication skills
- Proficient in Microsoft Office Suite

More information about the CARE Strategy, and the CARE Strategic Framework, can be found on our website: www.isccalgary.ca .

Please send resume and cover letter by February 12, 2010 to:

Immigrant Sector Council of Calgary
Attention: CARE Strategy Hiring Committee
E-mail: researchandcomm@iscc-calgary.ca

No phone calls please. Only suitable candidates will be notified of an interview.