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[www.immigrant-centre.ca](http://www.immigrant-centre.ca)

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## **COMMUNITY ENGAGEMENT MANAGER**

### **Position Purpose:**

The Community Engagement Manager contributes to C.A.R.E.'s mission and vision by providing the overall management and leadership to the Community Engagement team, as a member of the Senior Management Team of the Agency. In doing so the Community Engagement Manager takes, and stimulates team members to take, any initiative in advancing the services provided by the agency.

### **Accountability:**

Reporting to the Executive Director, the Community Engagement Manager provides supervisory support for a team of approx. 8 to 9 employees in the areas of Connecting Newcomers; Public Awareness; Career and Workplace, Volunteering, Community Outreach, and Translation & Interpretation Support, to meet set targets for the team. In addition, this position may also be responsible for some aspect of the program delivery for these program areas.

### **Key Responsibilities:**

#### **Team Leadership:**

- Provide leadership and mentorship to the staff in the Community Engagement team. Conduct performance reviews of all the staff involved in the above program areas. In partnership with the Human Resource Manager, recruit and hire new staff and coordinate training for staff in the Program areas.
- Provide the management level administrative duties required for the various program areas under management.

#### **Community Collaborations:**

- Promote and foster good working relations with all community stakeholders to ensure we can deliver programs effectively to our target client and community groups.

#### **Financial Management:**

- Budgetary Responsibility: Manage the program area expenditures in accordance with the budgets established by the Agency, and in consultation with the financial management of the Agency. Sign off and approve expenditure within the program areas.
- Provide input for funding proposals.

**Senior Management Team Participation:**

- Participate in the direction setting and decision making for the overall strategic planning of the Agency.
- Attend and participate in regular management meetings to review budgets, personnel matters, and other issues affecting the Agency as a whole.
- Share the responsibilities of the Agency Leadership in representing the Agency at community events and functions.

**Client Filing and Reporting Requirements:**

- Ensure the program areas adequately record client interactions and comply with the reporting requirements of the funders.

**Required Competencies, Knowledge, Skills and Abilities:**

- Knowledge of the settlement process and issues facing immigrants and refugees during their integration process.
- Relevant post-secondary management degree or equivalent training and experience.
- Strong leadership skills and supervisory experience and demonstrated ability to work independently and manage own workload and time.
- Strong focus on client and community service with orientation towards innovation and collaboration
- Comprehensive knowledge of the Red Deer and Central Alberta community services and collateral agencies; awareness of, and ability to use appropriate community resources.
- Demonstrated ability to establish and maintain positive relationships, both internally and externally, to achieve the goals of the Agency.
- Good communication, presentation, and public speaking skills.

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Our office is fragrance free. Thank you for not wearing scented products when visiting our office.

Central Alberta Refugee Effort (C.A.R.E.) Committee thankfully acknowledges support and funding assistance from: Citizenship and Immigration Canada, Alberta Government, Red Deer & District Family and Community Support Services, Life Long Learning Council of Red Deer, and the United Way of Central Alberta