



Community Liaison Specialist

Full Time Position (35 hours per week)

One-year contract with potential for extension

The Families Matter Society of Calgary strives to promote optimal child development and family resilience by helping caregivers learn about early childhood development, by providing concrete supports in times of need; by helping families build strong relationships, and by creating lasting, supportive social networks among families.

We are looking for a dynamic, creative, and experienced professional to join our organization as a Community Liaison Specialist to help strengthen our relationships with other service providers and agencies in our sector and in the communities we serve. Our ideal candidate will bring skills, experience and passion for collaboration that will help us broaden our partnerships and spark new initiatives. Our agency values the wellness of our staff, healthy work relationships, on-going professional development, and work-life balance. Contract position includes full benefits.

EDUCATION: Bachelor's Degree in a Human Services or Community Development field, or Diploma with additional experience.

QUALIFICATIONS:

1. At least 2 years of experience in community and collaborative work, preferably with a family-serving agency or program.
2. Experience working with cross-agency and/or cross-sectoral partnerships.
3. Strong knowledge of child and family serving community resources.
4. Understanding of community development work.
5. Proposal and grant-writing experience is an asset.
6. Self-directed and able to take initiative.
7. Excellent interpersonal, verbal and written communications skills.
8. Proficient computer skills.
9. Valid driver's license and use of own vehicle.

COMMUNITY LIAISON DUTIES AND RESPONSIBILITIES:

- Dynamic community outreach and relationship building with service providers and agencies in Calgary and surrounding rural communities
- Awareness-raising in the community regarding Families Matters programs and our Family Resource Networks in Northeast and Southeast Calgary
- Integrated planning with our intake and leadership teams
- Follow-up contacts with partners in existing collaborations, including our rural perinatal mental health partnership
- Identification of opportunities for new partnerships around service delivery
- Prioritized outreach with agencies serving diverse populations with unique needs
- Representation of the agency at collaborative tables in the community
- Development of an agency electronic community mapping resource

Wage: \$25/hr

Application Deadline: July 29, 2020

We appreciate the interest of all applicants however will only contact those invited for an interview.

Please send a cover letter and resume to Lisa Barton, Manager of Family and Community Programs:

LisaBarton@familiesmatter.ca

For more information about the Families Matter Society, please visit:

www.familiesmatter.ca