



M.A.P.S. Alberta Capital Region is seeking a **Community Engagement Specialist** to work with diverse community groups.

M.A.P.S. (Mapping and Planning Support) Alberta Capital Region, supports Local Area Networks of human service providers in planning together by creating maps and assisting with their use within the planning process.

Our mapping efforts have evolved with the needs of our sector. To ensure that the voice of program participants is heard and included in planning processes we have broadened our community engagement efforts and regularly conduct community-based research.

Community mapping is a tool used to strengthen service provider partnerships by supporting planning that benefits children, youth, individuals, families, and communities.

Job Description: Community Engagement Specialist

Working with the M.A.P.S. team of social workers, community-based researchers, and GIS specialists this position will:

Responsibilities

- Facilitate groups of stakeholders and partners to work together respectfully and effectively.
- Collaborate with community groups to identify needs for information, plan for information gathering and generation, and interpret results.
- Assist in the development and implementation of innovative approaches to conveying social information.
- In a highly collaborative manner, support research by:
 - Identifying existing research.
 - Writing funding applications.
 - Design research, including surveys and qualitative studies.
 - Ensure community-based research is conducted ethically, using community resources such as ARECCI, University ethics approval, and/or community processes.
 - Coordinate research projects.
 - Conduct research analysis, including qualitative analysis.
 - Write research reports and summaries.
 - Develop knowledge translation products - draft posters, presentations, and summaries to ensure research results are accessible and user-friendly.
- Identify and communicate alignment between community initiatives.

- Represent M.A.P.S. and related projects at community meetings and events.
- Participate in evaluation of the initiative as required.
- Complete other tasks as required including leading in the operations of our organization.

Qualifications

- Experience with Community Development and Social Services.
- Degree in social sciences an asset and/or equivalent experience as a social worker.
- Post-secondary education in a related field and/or related experience.
- Excellent written and verbal communication skills, highly organized, and self-directed
- Facilitation skills, ability to work well with teams, and diverse community groups is required.
- Experience with community development approaches and human services is a strong asset.
- Comfortable with public speaking is an asset.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and Google Apps (Drive, Docs, Forms).

Skills

- Considerable knowledge of non-profit human service sector.
- Excellent communication skills (verbal and written), team player, organized, self-directed, facilitation skills, problem solver, comfortable public speaking, creative thinker, sensitive to social issues.
- Relationship building skills, ability to work with various partners collaboratively.

Working Conditions

- 22.5 - 37.5 hours per week (we are flexible to work with the candidate on this being 0.6 FTE or 1.0 FTE based upon the candidate's schedule).
- Located in Edmonton with an expectation to work primarily in the M.A.P.S. office with an openness for hybrid options.
- Occasional evening and weekend work.
- A vehicle and valid driver's license are required.
- Wage range \$26 - \$32/hour.

Benefits:

- Health benefits package after probationary period.
- Employer share of Canada Pension Plan and Employment Insurance.
- 3 weeks paid vacation.
- Paid statutory holidays.
- 8 paid personal days, as needed.

Please send a resume and cover letter to adm@mapsab.ca.

Position Posting will be open until a suitable candidate is found.