



<b>Job Title</b>	Community Development Advocate – Edmonton & St. Paul
<b>Reports to</b>	Regional Director of Advocacy and Community Engagement

**Inclusion Alberta**, as a family advocacy organization, is committed to providing individuals with developmental disabilities and their families with personalized advocacy that contributes to a meaningful and inclusive life.

Similarly, families and individuals with developmental disabilities, including those with complex needs, require assistance in planning and securing an inclusive life. Some of the means to an inclusive life include being able to maximally benefit from individualized funding and other funding and supports as needed to be engaged as a participatory and valued community member.

In this role you will work under the direction of the Regional Director of Advocacy and Community Engagement to provide individual advocacy to individuals with developmental disabilities and their families in the pursuit of a fully inclusive life in the community. The successful candidate will provide advocacy to families in the Edmonton and St. Paul areas and guide the development of the St. Paul Family Advocacy organization.

**Duties and Responsibilities:**

**Advocate:**

- Work directly with individuals with developmental disabilities and their families to develop and articulate a vision for an inclusive life in the community and develop a plan to achieve this vision.
- Serve as a resource and guide to families and individuals with developmental disabilities to pursue support and services that enable inclusion.
- Support families to develop a network that shares their inclusive vision for their loved ones and supports their pursuit of inclusion.
- Advocate with and for families and individuals with developmental disabilities in their efforts to nurture and develop inclusive communities.
- Coordinate individual and family community engagement with all other Inclusion Alberta initiatives.

**Community Development:**

- Guide and mentor the development of a local family advocacy organization, including the following:

- Organize and coordinate regular meetings.
- Work with the Local Association Board President to develop and draft agendas.
- Prepare relevant updates and information to the Inclusion Alberta Executive.
- Identify local trends and issues.
- Collaborate with the Local Association to provide suggestions and recommend action.
- Provide strategic advice.
- Support and guide the Executive Board members to make sound and informed decisions.
- Network/develop strategic relationships.
- Organize community engagement activities as agreed to by the Executive board members.
- Build a local membership base.
- Identify opportunities to increase the profile/identity of the Local Association.
- Help the Local Association Board members think about their various roles in the community and identify what action they could take to move inclusion forward and identify local priorities.
- Help the Executive board members plan for future autonomy from Inclusion Alberta that ensures their long-term viability and self-subsistence.
- Work with community organizations and businesses to enhance their capacity to facilitate the inclusion of children and youth with developmental disabilities.
- Establish partnerships with interested community organizations to facilitate inclusion and belonging.
- Prepare and submit required reports and updates.

**Qualifications:**

- A University degree in a related discipline or equivalent experience.
- A deep understanding of inclusion and an unwavering commitment to its ideals.
- Ability to facilitate collaboration across multiple community and government stakeholders.
- Working knowledge of the systems and supports available to families and individuals with developmental disabilities in Alberta.
- Demonstrated understanding of the responsibilities of all levels of government.
- Strong research skills; previous experience identifying relevant policy and legislation is an asset.
- Excellent organizational and interpersonal skills and the ability to work independently as well as part of a team.
- Strong communication skills, both written and verbal.
- Partnership building and problem-solving skills.
- Ability to manage competing priorities.
- Commitment to learning and continuous improvement.
- Ability to receive and incorporate feedback.

- Ability to establish rapport with individuals and families and communicate complex concepts in plain language.
- Curiosity and ability to be a generative listener.
- Ability to see the big picture.
- Competent writing ability.

**Working Conditions:**

This position will require the successful candidate to travel regularly between Edmonton and St. Paul. Candidates will require a vehicle and the capacity to travel regularly. This is a **full-time** position (20 hours/week), with a salary commensurate with experience. Only candidates selected for interviews will be contacted. The competition will close once a suitable candidate is found.

Please send a cover letter and resume to Catherine Oakleaf, Regional Director of Community Engagement with subject line Advocate – Edmonton/St. Paul  
[mail@inclusionalbarta.org](mailto:mail@inclusionalbarta.org)