



<b>Job Title</b>	Coordinator, Rotary Employment Partnerships
<b>Reports to</b>	Team Lead, Rotary Employment Partnerships

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

The Rotary Employment Partnership is an exciting and innovative initiative that creates meaningful employment opportunities for people with intellectual disabilities. The partnership focuses on supporting the capacity of the business community to hire and retain employees with intellectual disabilities. We are seeking an individual who wishes to contribute their impressive talents to furthering our vision of inclusion.

**Duties and Responsibilities:**

- Work in collaboration with various Rotary Clubs and Rotarians to identify potential employment opportunities
- Attend Calgary and area Rotary Club meetings and support the Calgary steering committee
- Support prospective job seekers with intellectual disabilities in pursuit of meaningful paid employment
- Collaborate with job seekers, their families, employers, and additional support staff to support full engagement and active membership at the workplace
- Provide ongoing support to the employer, employee, and co-workers, including check-ins and consultation to ensure positive employment experiences for everyone involved
- Facilitate relationships between employees with and without intellectual disabilities
- Network and collaborate with business owners, managers, employers, and other community members to develop rich employment opportunities for people with intellectual disabilities
- Strengthen and foster community capacity for meaningful inclusion of people with intellectual disabilities
- Actively collaborate with and positively support Inclusion Alberta team members
- Regularly and actively engage in critical reflection and dialogue (both individually and as a team member) about inclusion.
- Thoughtfully and effectively collaborate, mentor and support team members
- Participate and contribute to Inclusion Alberta’s fund development strategy

**Qualifications:**

- We are seeking an individual who is committed to the inclusion of persons with intellectual disabilities in community life.
- Deep & abiding commitment to inclusion (as demonstrated by one's experiences, participation, and contributions to community)
- Experience with supported employment and/or community development and inclusion
- Exhibit the highest level of professionalism
- Excellent communication, interpersonal, collaborative, networking, and organizational skills are required.
- Dedicated learner, reflective practitioner, and committed to one's professional development
- Astute critical thinking skills and problem-solving abilities
- Can work effectively both independently and collaboratively
- Can effectively manage stress and respond to difficult circumstances with grace
- Comfortable with public speaking and community development (approaching new people)

**Working Conditions:**

This position will be located in Calgary, Alberta, and the candidate will work daily at various job sites. Candidates will require a vehicle and the capacity to travel between surrounding communities and job sites.

The position is a **permanent, full-time** with a salary commensurate with experience. Only candidates selected for interviews will be contacted. Competition closes when a suitable candidate is found.

Please forward your resume and cover letter with the subject line "**Employment Coordinator**" to Madeline Ouellette, Provincial Director, Employment Partnerships, at [mouellette@inclusionalberta.org](mailto:mouellette@inclusionalberta.org)

*Inclusion Alberta is committed to being a welcoming, inclusive, diverse, respectful, and equitable workplace. We welcome applications from all qualified persons, and encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, persons of all sexual orientations, gender identities and gender expressions to apply.*