



Job Posting: Community Advocate – Volunteer Coordinator

(Canada Summer Jobs Position)

Welcome to Sunrise Community Link Resource Centre. We are a community development organization and resource centre for the people of Calgary. We work primarily within 18 diverse communities in East Calgary. Each year we offer over 3,000 community members and their families:

- compassion and connection
- advocacy
- referrals and system navigation and
- financial stabilization opportunities.

By providing sensitive, respectful, and consistent services, Sunrise has established a safe, accessible, and trusted centre that truly belongs to the community. We have earned a strong reputation for providing crucial basic needs services that significantly alleviate our community members’ financial and personal crises.

Sunrise Community Link’s culture is one that values integrity, empathy, respect, dignity, proactive response, and collaboration. We honor all people, and our vision is to strive for resilient individuals, families, and sustainable communities. Each member of our team has developed the ability to be cross-functional and we support one another and the agency as a whole.

What we expect from you:

Core competencies for all members of the Sunrise Team
<ul style="list-style-type: none"> • Act with extreme compassion
<ul style="list-style-type: none"> • Consciously commit to growing equity
<ul style="list-style-type: none"> • Prioritize setting boundaries, sustaining our well-being, and feeling abundant
<ul style="list-style-type: none"> • Participate in and support our cross-functional and collaborative team
<ul style="list-style-type: none"> • Deeply commit to continuous knowledge generation

The Opportunity:

We are currently seeking one full time Community Advocate to join our team as part of the Canada Summer Jobs program delivered by Service Canada. To be eligible for employment through the Canada Summer Jobs program, you must be between the ages of 15 to 30 at the start of employment and be legally entitled to work within Canada.

You will be accountable for delivering intake services, basic needs support, and volunteer coordination services. We are seeking a unique individual who is comfortable engaging with Calgarians from a range of socio-economic backgrounds, who is focused on growing compassion, solving problems creatively, and who is committed to walking beside people in



their journeys. As a non-profit organization, we are continually in a state of growth and change and require our team to be adaptive and flexible. The Community Advocate reports directly to our Operations Manager and Executive Director.

What you will be doing:

Intake and Assessment: 25%

- Provide intake and assessment to individuals and families accessing Sunrise Community Link Resource Centre.
- Work with community members to identify their needs and match them with resources to assist meeting those needs.
- Create a comprehensive plan with community members and connect them with on-going support and resources.
- Crisis management.
- Occasional coverage on front desk/reception.

Case Management, Advocacy, and Basic Needs Support: 25%

- Coordinate services, programs, or supports that address the needs identified by the community member and builds the capacity of the community member.
- Provide follow-up with community members as to appropriate fit of referrals and make changes as needed.
- Conduct case conferences as needed.
- Provide interim counselling and support to community members in crisis.
- Provide financial coaching and financial literacy related supports when required.
- Support residents to increase their self-advocacy skills and ability to advocate on behalf of themselves; and
- Advocate on behalf of residents with agencies, departments and systems as required.
- Research and maintain awareness of community resources, referral processes, new programming, and eligibility requirements.
- Work with community members to identify their needs and match them with resources to assist meeting those needs.
- Crisis management as required.
- Assist individuals and families in accessing the Basic Needs Fund.

Volunteer Coordination: 50%

- Assisting Sunrise Staff with assessing, planning, and organizing volunteer opportunities for programs and services across various engagement areas.
- Develop and facilitate engagement opportunities with current BowWest and Sunrise volunteer communities to ensure their voices are represented and integrated into the new brand and communications platforms.
- Develop an ongoing volunteer engagement strategy for our upcoming merger with BowWest Community Resource Centre.



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| <ul style="list-style-type: none">• Assist our Taxation and Benefits Program Manager with coordinating our tax filing volunteers. |
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What you will experience:

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| <ul style="list-style-type: none">• Spend your day with a team of thoughtful, insightful change-makers |
| <ul style="list-style-type: none">• We are a highly supportive and family-like work-place |
| <ul style="list-style-type: none">• A very dynamic and fast-paced workday |
| <ul style="list-style-type: none">• A deep connection to East Calgary, called Calgary's Culinary and Cultural Capital by the International Avenue Business Revitalization Zone |

What you will learn:

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| <ul style="list-style-type: none">• Deeper knowledge on the landscape of social services in Calgary |
| <ul style="list-style-type: none">• Deeper understanding of the experience of poverty |
| <ul style="list-style-type: none">• The characteristics of a supportive and collaborative team |
| <ul style="list-style-type: none">• How to connect working in the front-lines to systems and policy change movements |
| <ul style="list-style-type: none">• Program management and development |

Logistics of the role:

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| <ul style="list-style-type: none">• Our location is off 17th Ave SE and is accessible via transit |
| <ul style="list-style-type: none">• Our centre is open in the evening until 8pm two to three times a week |
| <ul style="list-style-type: none">• We host activities on Saturdays once every few months |
| <ul style="list-style-type: none">• We are bursting at the seams in our building, so please be ready for a small workspace |

This position will start July 1, 2021 at 37.5 hours per week at \$18.15 per hour for 10 weeks.

Closing Date: June 18, 2021

Please email your cover letter and resume to: chrisf@sunriselink.org with Job Reference: 20210603-003 in the subject line.

Check us out online at: www.sunriselink.org