

### **Overview**

As someone who gets excited about tactical urbanism and engaging people, you will be the first Federation Community Activator. As an organized, creative individual, you can go from administrative responsibilities to volunteer recruitment and support, to painting the pavement yourself. You set goals, manage your time well and have a contagious personality to draw people into your work. As our Community Activator, you will not only coordinate large volunteer run initiatives, with tight timelines, but also run granting program(s). If you are an urbanist that loves rolling up your sleeves both administratively and tactically and are not afraid to ask for support for your big ideas, then this job is for you!

### **Duties:**

#### **1. Activate YYC Coordination – a tactical urbanism microgrant program.**

- a. Annually establish and communicate a grants cycle with grant priorities, deadlines for intake, action, and reporting.
- b. Develop tools, resources, and seminars to reduce barriers to applying for a grant.
- c. Work with individual applicants to assist them in developing their project idea.
- d. Organize and run a grant committee to vet grant applications.
- e. Receive and track all grants recipients' reports and organize documentation for reimbursements, reports, etc.
- f. Develop and execute your own placemaking or tactical urbanism project, supporting an underrepresented community.
- g. Support groups to complete their projects.
- h. Work with the City to reduce the "red tape" and work with the applicant to ensure they have tools, skills and resources needed for a successful project.
- i. Identify resources or items that could "start" a tactical urbanism lending library.

#### **2. Jane's Walk Festival Organizer – a well established annual festival that is led by volunteers encouraging people to learn about their community.**

- a. Using the guidelines from the international organization, plan and execute the annual Jane's Walk Festival that takes place the first weekend in May.
- b. Liaise and coordinate with Federation communications staff to promote and advertise the festival.
- c. Recruit, organize and support volunteers to play different roles within the festival.
- d. Communicate with leaders and support volunteers to ensure understanding of necessary processes, etc.
- e. Liaise with the funder to learn more about the festival and to report on our successes/challenges.

#### **3. Communications**

- a. Develop and implement a communications plan for initiatives within your portfolio.
- b. Develop tools that support the volunteers and or grant recipients to execute the projects.
- c. Develop communications materials or complete grant applications or reports.
- d. Update the website (WordPress) as needed
- e. Identify and liaise with potential funders, sponsors, or supporters to leverage each initiative.
- f. Work collaboratively with existing partners.
- g. Attend projects to capture pictures and stories to share with others.
- h. Contribute to tactical urbanism and placemaking space in Calgary through blogging, policy advocacy, white papers and speaking opportunities.
- i. Work with Federation leaders to develop key performance indicators and a vision for the growth of placemaking in Calgary.

### **Administrative responsibilities**

- Update the database daily.
- Prepare and provide summary reports as requested.
- Take actions to minimize risks and maximize opportunities for the organization.
- Ensure brand elements are maintained.
- Assist in all Federation events.
- Other duties as required.

### **Skills and Experience Required**

- Exceptional organizational skills including project management and time management.
- Volunteer recruitment and management.
- Excellent communication skills
- A team player but someone that can also take charge.
- Experience with Canva and Wordpress an asset.
- Experience leading a team of volunteers or organizing a larger special event would be an asset.

### **Education Required**

University degree in urban planning, non-profit studies, social work, communications, or the like.

### **Terms of Employment**

This position is a permanent full-time position (35 hour a week) with benefits. As this job works directly with volunteers and with activations across Calgary, evening and weekend work will be required. A car is also needed.

### **Wage**

\$44,000 - \$46,000 per year

### **How to Apply**

Email resume and cover letter to [leslie.evans@calgarycommunities.com](mailto:leslie.evans@calgarycommunities.com)

**Deadline:** May 28, 2023