



Placemaking Capacity & Education Coordinator

Location: Calgary, AB

Start Date: November 2025

Term: 3-year contract with opportunity for extension

Schedule: 35 hours/week, half-day Fridays, in-office with hybrid/off-site options; some evening and weekend work required

Compensation: Salary commensurate with experience; full benefits after 3 months

The **Federation of Calgary Communities** is seeking a **Capacity and Education Coordinator** to empower grassroots leaders through workshops, toolkits, and hands-on support as part of our new city-wide Placemaking Program. This program will build a culture of placemaking in our city, helping residents turn great ideas—like murals, pop-up parks, and alley activations—into reality.

What You'll Do

Education & Capacity Building

- Plan and deliver workshops, onboarding sessions, and training for grant applicants.
- Develop toolkits, guides, and resources that help communities successfully plan and implement projects.
- Provide one-on-one coaching and mentorship to community leaders navigating the grant process.
- Collaborate with the placemaking team on events, learning sessions, and volunteer engagement opportunities.

Program Support & Engagement

- Liaise with applicants to provide guidance and strengthen proposals.
 - Support storytelling and knowledge sharing—highlighting lessons learned and celebrating successes.
 - Contribute to policy, program improvements, and strategies that enhance community impact
 - Help communities build long-term capacity for placemaking beyond individual projects.
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Who You Are

- 2–3 years of experience in community development, nonprofit program coordination, education, or workshop facilitation.
- A strong communicator who loves teaching, mentoring, and helping others succeed.

- Organized and adaptable, able to translate complex processes into clear, engaging learning opportunities.
 - Excited about civic engagement, community leadership, and creating more vibrant public spaces.
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Bonus Points

- Experience in placemaking, public realm, arts, or urban/community planning.
 - Familiarity with adult education or capacity-building approaches.
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Perks of Working With Us

- Join a mission-driven organization dedicated to vibrant, connected communities.
 - 35-hour work week with half-day Fridays.
 - Full benefits after 3 months.
 - Help shape an exciting new initiative transforming Calgary's public spaces.
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How to Apply:

Send your resume and a short (max 1 page) cover letter along with salary expectations, showing why you're a great fit to adam@calgarycommunities.com by October 19th, 2025.

The Federation of Calgary Communities is committed to equity, inclusion, and diversity. We encourage applications from people of all backgrounds, identities, and lived experiences. Only shortlisted applicants will be contacted.