



Help Build Stronger Non-profits Across Calgary

Learning and Capacity Building Coordinator

The Federation of Calgary Communities is seeking a passionate and resourceful Learning and Capacity Building Coordinator to help strengthen the non-profit and community association sector throughout Calgary.

This exciting role combines member support, training and workshop development, resource creation, partnership building, and innovative program development. You'll work directly with non-profit leaders, volunteers, board members, and community organizations to help build stronger governance, better financial management practices, and more resilient organizations.

What You'll Do

- Support non-profit leaders through one-on-one consultation, resources, and referrals.
- Design workshops, webinars, and learning opportunities that build organizational capacity.
- Create practical tools and guides on non-profit governance, operations, and financial literacy.
- Coordinate peer learning and networking opportunities.
- Support innovative initiatives that strengthen the Federation's impact and long-term sustainability.
- Help identify emerging sector needs and develop responsive programs and solutions.

What You'll Bring

- Experience working in the non-profit sector, community development, adult education, or capacity building.
- Excellent facilitation, relationship-building, and communication skills.
- A talent for translating complex concepts into practical, easy-to-use resources.
- Strong organizational and project management abilities.
- Knowledge of non-profit governance and financial management principles.
- A collaborative approach and a passion for helping organizations succeed.

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Why Join Us?

At the Federation of Calgary Communities, you'll work with a dedicated team that supports more than 160 community associations and hundreds of non-profit organizations across Calgary. You'll have the opportunity to make a meaningful impact by helping organizations strengthen their leadership, operations, finances, and community impact.

If you're passionate about non-profit success and enjoy working at the intersection of education, engagement, and organizational development, we'd love to hear from you.

Apply by: August 28, 2026

Location: Calgary, Alberta

Status: Full-time

Benefits: We offer 3 weeks of vacation and an excellent benefits package

Salary Range: please provide your expected salary in a cover letter

Please send your resume and cover letter to Leslie Evans, Executive Director at leslie.evans@calgarycommunities.com

The Federation of Calgary Communities is committed to creating an inclusive workplace and encourages applications from individuals with diverse backgrounds and experiences.

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