



Community Resource and Engagement Navigator

May 2024-March 2026, 35 hours/week, \$25/hour

Position Overview

Are you passionate about helping people find a sense of belonging? Reporting to the Director, the Community Resource and Engagement Navigator is responsible for developing, implementing, promoting, and scaffolding the Welcoming High River Project supporting newcomers to High River in finding connections where they live.

Duties

- Establish processes to create community wide awareness and support of the Welcoming High River Project. Make strong connections with key partners in the community to foster ongoing relationships with newcomers and identify strategies for collaboration.
- Review current newcomer needs assessments and reports for the High River region. Connect service providers with relevant research materials and examples of best practices.
- Identify and engage with newcomers who may benefit from support through outreach, in-library welcoming hub hours, direct observation, or referral.
- Establish daily welcoming hub hours in-library and plan, budget, and deliver programs in-library and in the community.
- Coordinate a Library Champions volunteer program. Recruit, coach, assist, and oversee library volunteers.
- Create, update, and maintain resource materials relevant to newcomers on the library's website.
- Design and distribute clear and accessible promotional materials, on paper and in digital formats (shareable images, brochures, social media posts, email newsletters, etc.) in different languages.
- Provide employers and community partners with information, orientation and workshops on the needs of newcomers, the benefits of hiring newcomers, strategies for integrating and retaining newcomer employees, and DEI practices.
- Identify community partners for Welcoming High River Advisory Committee. Lead and recruit members for the committee and establish meeting schedule and activities considering sustainability of project.
- Represent the library and the project at community meetings and events
- Administrative duties related to collecting data, measuring and assessing outcomes, and preparing reports, surveys, meeting minutes and agendas, etc.
- Understand and able to perform all jobs related to circulation services, including but not limited to: checking out, checking in, and renewing library materials; card signups; receiving and processing holds; providing patrons with information on library collections, programs, facilities, and services including eresources; and library opening/closing procedures.
- Other duties as assigned.

Skills and Abilities

- Knowledge of High River and area including local service providers, community groups, employers, etc.
- Knowledge of newcomer challenges and understanding of settlement and integration
- Recognizes and sets priorities using independent judgement in a variety of situations.
- Strong facilitation and counseling skills
- Communicates effectively with staff, stakeholders, and the public.
- Exceptional time management skills.
- Demonstrated technology literacy (Microsoft Office and Google services, website management systems, social media management, knowledge of graphic design principles).
- Experience with public speaking, planning, and implementing programs and events.

Education and Experience

- Degree in Humanities, Social Sciences, Communications, Marketing, Library & Information Studies or a related field.
- Demonstrated experience working with newcomers.
- Demonstrated intercultural competencies.
- Previous administrative or supervisory experience in community development, libraries, non-profits, social services, or government programs an asset

Conditions of Employment

- Able to work in Canada.
- Work evenings and weekends as required.
- A criminal record check with a vulnerable sector screening.
- Driver's license and vehicle access. This position will be based in the High River Library at 909 1 St SW, however many of the activities will involve travelling within the community.

High River Library is an equal opportunity employer. We encourage all qualified individuals including persons with a disability, visible minorities, Indigenous persons, and new Canadians to apply for this position. If you require accommodation at any time during the recruitment process, please contact director@highriverlibrary.ca.

Candidates are invited to apply **via email by April 30, 2024** with a **PDF resume and cover letter** to:

Mary Zazelenchuk, Director
High River Library
e. director@highriverlibrary.ca
w. highriverlibrary.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.