

Job Title

Employment Outreach Program Coordinator

Organization

Common Ground Foundation
Calgary, AB
Website: commongroundfoundation.ca
403-907-1397

Employment Type

Canada Summer Jobs – Temporary Position

Duration

8–16 weeks

Hours of Work

30 hours per week

Wage

\$20 per hour (meets or exceeds Alberta minimum wage)

Job Summary

The Community Engagement & Employment Readiness Assistant will support Common Ground Foundation’s mission to foster connection, belonging, and economic participation in North Central Calgary. This role will support communications, community outreach, and the coordination of employment readiness workshops designed to build practical skills for community members.

Working alongside the Communications Director and program team, the successful candidate will help plan and deliver workshops focused on employment readiness topics such as résumé building, interview skills, workplace communication, and career exploration, while also supporting broader community engagement and storytelling efforts connected to The Junction on Common Ground, a new community hub.

Key Responsibilities

Employment Readiness Workshop Coordination

- Assist in planning and coordinating employment readiness workshops for community members
- Support logistics including scheduling, venue setup, materials preparation, registrations, and follow-up
- Assist facilitators during workshops and support participants as needed

- Help collect attendance data, participant feedback, and learning outcomes
- Support the creation of simple workshop materials and handouts

Community Engagement & Outreach

- Support outreach efforts to promote workshops and community programs
- Assist with engaging community members, partners, and volunteers
- Help document community participation and summarize feedback

Communications & Digital Media

- Assist in creating and scheduling content to promote workshops, events, and programs
- Capture photos, short videos, and stories during events and workshops
- Support newsletters, website updates, and social media communications

Events & Programs Support

- Assist with planning and coordination of community events and meetings
- Support event setup, logistics, and post-event follow-up
- Track participation and engagement metrics

Administrative & Organizational Support

- Maintain organized digital files, contact lists, and registration records
- Assist with reporting requirements for grants and funders
- Provide general administrative support to the Common Ground Foundation team

Skills & Qualifications

Required

- Eligible for Canada Summer Jobs (aged 15–30 and legally entitled to work in Canada)
- Strong communication and interpersonal skills
- Interest in community development, workforce development, or nonprofit work
- Comfortable using digital tools such as Google Workspace and social media platforms
- Ability to work independently and as part of a team

Assets

- Experience with event coordination or workshop facilitation
- Interest or experience in employment readiness, career services, or education
- Familiarity with Canva or basic design tools
- Knowledge of Calgary communities is an asset

Learning Outcomes & Skill Development

Through this role, the employee will gain experience in:

- Coordinating employment readiness and workforce development workshops
 - Community engagement and participant support
 - Event planning and facilitation logistics
 - Nonprofit communications and outreach
 - Professional workplace communication and project coordination
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Supervision & Mentorship

The employee will be supervised by the Communications Director and will receive regular check-ins, mentorship, and skills coaching throughout the placement.

Workplace Environment

This role will be based in Calgary with a combination of remote work, in-person meetings, and in-community programming.