

Calgary Marathi Association

Job Description - New Immigrant Coordinator



Job title: New Immigrant Coordinator

Work Location: Calgary

Reports to: Executive Committee , CMA

Full-time

Part-time

Paid

Volunteering / Not Paid

Job Description:

The New Immigrant Coordinator's role is to provide settlement help and over all integration of immigrants who approaches CMA for help

Essential Duties and Responsibilities:

- Personalized support to new comers finding shared homes or paying guest home and connect them to prospective home owners.
- Arrange Airport pick up to receive new comers to city and arrange transport.
- Help new comer families integrate in to community through networking, providing input on job opportunities, local market information and help them to establish their cultural / ethnic roots.
- Provide support with initial information on basic city services, School systems, Hospitals and immigrant services.
- Advocate for Free membership to community association for new comers coming from India as a permanent resident to Calgary – Canada. With this membership they are able to connect with new members and build their initial network and also celebrate all our traditional festival together. This is critical activity for initial settlement process.

Qualifications:

- At least 3 years resident of Calgary and nearby area
- Good knowledge of Calgary City and Alberta
- Be committed to the welfare of CMA community
- Trustworthy and Resourceful
- Excellent communication skills
- Good listening skills
- Be able to initiate positive changes in the community