

**Calgary Marathi Association**  
**Job Description – Paalavi Coordinator**



**Job title: Paalavi Coordinator**

**Work Location: Calgary**

**Reports to: Executive Committee, CMA**

Full-time  
 Part-time

Paid  
 Volunteering / Not Paid

**Job Description:**

Acting in a Facilitator capacity to connect with Youth Leaders and CMA Youth all over Calgary and nearby areas.

**Essential Duties and Responsibilities:**

- Organize events, guide team members in their roles, and assist them in their tasks.
- Organize team-building and networking activities for all members throughout the year.
- Facilitate events as an anchor in front of an audiences of 200-400 people.
- Facilitate artistic performances for CMA events.
- Act as a liaison and a channel of communication between CMA and youth members.
- Manage the funds effectively as per the allocated budgets
- Keep a record of expenses incurred and submit it to CMA periodically
- Ensure safety aspects are well taken care of for all youth events

**Qualifications:**

- Excellent communication skills
- Prior experience of working and leading youth groups between Age 13-20 years
- Be committed to the welfare of Youth community
- Good listening skills
- Be able to initiate positive changes in the community