



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

## Job Description – Newcomers Lead (NCL)

<b>Job Title</b>	<b>Newcomers Lead (NCL)</b>
<b>Work Location</b>	<b>Calgary</b>
<b>Reports to</b>	<b>President (PR)</b>
<input type="checkbox"/> Full-time	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteering/Not Paid

### Job description summary

Elected by the voting members per the election process, the NCL will be a part of the EC-SC reporting to the PR to support the EC during the current operational year by being the primary contact to liaise with the newcomers in providing assistance with initial settling down in Calgary area to those who seek CMA's help keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

### Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Seek guidance and direction from the PR to establish CMA's vision into action to support Marathi speaking newcomers into Calgary area during the current year.
- Promptly reply to emails, social media messages and other inquiries brought forward by the newcomers and / or new immigrants.
- Arrange airport pickup to receive newcomers to city and arrange transport.
- Provide personalized assistance to the newcomers / new immigrants / guidance, direction and connections within CMA or Calgary and area to help meet their needs in settling down - finding shared homes or paying-guest type homes and connect them to prospective home owners.
- Help newcomer families integrate into community through networking, providing input on job opportunities, local market information and / or help them build their own startups.
- Provide support with initial information on basic city services, school systems, hospitals and immigrant services.
- Encourage newcomer students under the age of 25 to join the Paalavi youth group to connect with the youth.

- Advocate free CMA membership to the newcomers from Bharat as permanent residents to Calgary – Canada and connect them with other members to build their own network, participate in CMA events and celebrate our traditional festivals together.
- For any communication to the EC, implement the use of the email - [info@cmacalgary.ca](mailto:info@cmacalgary.ca); for newcomers (EC-SC) related communication, implement the use of email as published on our CMA website; PR to control other CMA email accounts and optimize once the need is fulfilled.
- In case there is any misalignment, disagreement, conflict between the NCL, PR and / or the EC, EC-SC or others, the Board will step in to find amicable resolution.

## Tenure

Following the election or appointment process prescribed in the bylaws, the tenure for sub-committee (EC-SC) for specific role such as the NCL to support the EC is for one year that is their operational year.

## Qualification

- Be a resident of Calgary and area for at least 3 years with good knowledge of City of Calgary and Alberta.
- Excellent organization, people and time management skills with planning experience will be an asset.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be resourceful, trustworthy and committed to the welfare of CMA community.
- Be able to bring about positive changes in the community.
- Excellent written as well as oral communication skills, keeping record of CMA's outreach and support to newcomers including feedback received from them during the current year.
- Good listening and problem-solving skills.

## General Acronyms & Definitions

- Current year – One year of active operation that commences at the closure of the tenure of the previous year
- Following year – Year of operation that succeeds the current active year of operation
- Previous year – Year of operation that precedes the current active year of operation
  
- CMA – Calgary Marathi Association.
- BMM – Bruhan Maharashtra Mandal
- Marathi Shala – CMA initiative of school for learning Marathi as foreign language
- Paalavi – CMA initiative for youth group
- Samadhan – CMA initiative for Seniors group
- AGM – Annual General Meeting
- SGM – Special General Meeting
  
- Board – Board of Trustees
- Board Chair – Chairperson, Board of Trustees
  
- EC – Executive Committee

- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer
  
- PMS – Principal - Marathi Shala
- DSE – Director - Special Events.
- IA – Internal Auditor
- DBMMC – Director, Bruhan Maharashtra Mandal Coordination.
  
- EC-SC – Executive Committee – Sub-Committee
- AL – Annapurna Lead
- LC – Cultural Lead
- DTL – Dhol Tasha Lead
- NCL – Newcomers Lead
- PYL – Paalavi Youth Lead
- SL – Sports Lead
- SSL – Samadhan Seniors Lead
- WSL – Website and Social Media Lead
  
- AGLC – Alberta Gaming & Liquor Commission

