

**JOB POSTING – REGIONAL ENGAGEMENT COORDINATOR – ALBERTA EMPLOYMENT FIRST NETWORK –  
POSITIONS: 1 SOUTH ALBERTA – REMOTE/HYBRID**

South Region – Medicine Hat, Lethbridge, Calgary

**Building Employment Pathways with Purpose**

AEFN is a pan-disability, provincial employment network dedicated to advancing meaningful, inclusive employment for all Albertans. We do this at a systems level, which respects the expertise and lived experience of the people and organizations we partner with.

We are looking for candidates who are energized by relationship building, as this role is hands-on and outward-facing. You bring experience in community and stakeholder engagement, especially that influences policy, practice, or systems change. You are also able to convene diverse groups and turn dialogue into coordinated action at a province-wide and regional level. You might not necessarily be from the supported employment sector, but have an appetite for shifting how people experience the world in a meaningful way. AEFN is building Alberta's premier collaborative employment network, bringing together employment service providers, employers, chambers of commerce, and policymakers to strengthen workplace inclusion across the province. If you are motivated by collaboration and community connection, this role offers an opportunity to shape more inclusive employment systems from the ground up.

**Alberta Employment First Network (AEFN) Overview**

The Alberta Employment First Network is a neutral, Alberta-wide network that brings together partners from across the province to strengthen and advance the field of supported employment for persons with disabilities. The network is hosted and administered by Gateway Association, which provides strategic leadership, operational infrastructure, and coordination support.

While AEFN was initiated by Gateway following an identified need within the sector, it operates as a collaborative provincial network guided by a steering committee and supported by a broad range of partners, collaborators, and supporters. Its relationship and impact extend beyond any single organization, reflecting its commitment to serving the wider Alberta community.

**Role Overview**

The Regional Engagement Coordinator for Alberta Employment First Network (AEFN) is responsible for fostering strong relationships with employers and employment service providers to create collaborative opportunities that enhance workforce inclusion and job placement outcomes for Albertans with disabilities. Building relationships and connections with the business community to develop employer partnerships is a primary function. Creating employment pathways between employers, service providers and opportunity population talent pools is a key outcome.

This role involves coordinating engagement activities, promoting inclusive hiring practices, providing high-level guidance on accessibility and inclusive practices and facilitating partnerships and connections within the region. This role will collaborate closely with other Regional Engagement Coordinators and the Indigenous Engagement Coordinator, employment service provider regional networks, local chambers, local community organizations and Industry associations.

The Regional Engagement Coordinator should enjoy connecting and developing a rapport with a variety of stakeholders. The successful candidate will have a strong capacity for cold outreach to service providers, industry partners, and employers to build meaningful connections that support people with disabilities.

## Direct Duties

- Employer Engagement (approx. 45%)
- Employment Service Provider and Community Engagement (approx. 30%)
- Presentations, Events & Training (approx. 15%)
- Administrative Tasks (approx. 10%)

### **Employer Engagement & Collaboration** (approx. 45%)

- Build and maintain partnerships with businesses, industry associations and chambers of commerce
- Identify and engage in networking and relationship-building opportunities within the business community, the academic community, service providers, funders and other network stakeholders
- Promote and amplify the network of disability employment supports and resources within Alberta
- Identify and engage employers to develop inclusive employment pathways and talent pipelines to tap into opportunity population talent pools of Albertans with disabilities
- Identify and engage employers to develop inclusive job opportunities and workplaces
- Promote diversity, equity, accessibility and universal design strategies in hiring practices
- Connect employers to best practices, guidelines, tools and resources on accommodation and accessibility
- Build and strengthen network membership
- Develop and support DEAM campaign and initiatives in the region

### **Employment Service Provider and Community Engagement** (approx. 30%)

- Build and maintain partnerships with employment service providers
- Coordinate joint initiatives, referrals, and resource sharing
- Consultation & Support in adopting inclusive recruitment, onboarding, retention and advancement practices
- Connect service providers to best practices, guidelines, tools and resources on accommodation and accessibility

### **Presentations, Events & Training** (approx. 15%)

- Provide guidance on workforce integration strategies
- Organize job fairs, networking events, and collaborative workshops
- Prepare reports for internal and external stakeholders
- Deliver presentations and training sessions on inclusive employment practices
- Promote network, events and DEAM Campaign
- Coordinate DEAM Campaign events and initiatives

### **Administrative Tasks** (approx. 10%)

- Track engagement activities and partnership outcomes

## The Commitment

Full-time permanent position working 37.5 hours/week. We believe in work life balance and are committed to keeping the workload in alignment with the true hours worked.

At Gateway Association, we strive for roles to be permanent and continuous. However, as a registered charity supported by government funding, private foundations, grants, individual donors, and fundraising efforts, some funding is term-based with variable contract lengths. As a result, certain positions may conclude unless funding is renewed or extended, or new funding is obtained.

**Reports To:** Director; Alberta Employment First Network

**Supervises:** No direct reports

## What You Bring

### Education/Experience

- Relevant lived, professional, or educational experience in areas such as Human Resources, Business, Social Work, Community Development, or related fields
- Minimum 3 years in employer engagement, workforce development, inclusive employment or partnership coordination
- Experience working with businesses, industry associations, employment service providers and diverse populations
- Experience with creating talent pipelines between employers and jobseekers
- Experience facilitating engagement sessions, round tables, or focus groups
- Experience supporting employers with inclusive hiring, EDI and workplace accommodation strategies
- Training or experience in disability services, vocational rehabilitation, or related practices.
- Sales, engagement, our cold outreach experience including how to develop a pitch and navigating rejection

### Knowledge & Skills

#### Essential Skills

- Excellent communication, interpersonal, facilitation and relationship-building skills
- Ability to manage multiple stakeholders, projects, and competing priorities
- Knowledge of labour market trends and inclusive employment practices
- Proficiency in client data management systems and Microsoft Office 365

#### Assets

- Understanding of universal design, adaptive or assistive technology, or digital accessibility
- Familiarity with systems thinking / change frameworks
- Knowledge of accessibility legislation (e.g., *Alberta Human Rights Act*, *Accessible Canada Act*)
- Understanding of Alberta WorkFirst initiatives and workforce development strategies

### Equity & Inclusion

- Demonstrated commitment to equity, diversity, and inclusion
- Foundational understanding of anti-racism principles, structural oppression, and related terminology (desirable; training provided)

### Additional Requirements

- Applicant must primarily reside in and work from their specified region
- Offer of employment conditional upon a satisfactory Police Information Background Check.
- Must have access to a personal vehicle for work-related purposes and provide satisfactory evidence of a valid driver's license, current vehicle registration, and proof of third-party liability insurance. Reasonable accommodations will be explored where possible
- New hires are subject to a 3-month probationary period

### Gateway Value Proposition (Compensation & Benefits)

- Salary Range: \$66,000- \$72,000
- Health Benefits: 50/50 Employee/Employer Paid Premiums
- Paid Time Off:
  - 15 vacation days
  - 9 personal days
  - Extended winter break (during this period, there will be rotating coverage and an intermittent schedule to ensure community needs are supported. Flexibility and collaboration in scheduling will be required)
  - Flexible family-friendly schedule

### Work Conditions

#### Duties:

- High level of independent work, self-direction, and autonomous decision making
- Regular travel and engagement within respective region (North, Central, or Southern)

#### Hybrid Work Model:

- This is **NOT a fully remote position**. While AEFN's physical offices are in Calgary and Edmonton, this role is region-based and requires regular in-person community engagement within the assigned region
- Administrative work will be completed from a home office, and significant time will be spent in community settings, meeting with employers, service providers, and partners
- Employee must reside and work within their respective region in Alberta

#### Workplace Culture:

- Commitment to reflective practice and continuous learning
- Leadership dedicated to anti-oppressive practices
- Ongoing evaluation of internal and external practices to ensure meaningful impact

### Our Application and Hiring Process and Timeline

- **Application Requirements:** Submit 1 combined PDF containing resume & cover letter to: [humanresources@gatewayassociation.ca](mailto:humanresources@gatewayassociation.ca)
- **Preferred Start Date:** Mid-Late May (Open for negotiation with selected candidate)
- **Competition Closing Date:** Sunday, May 17, 2026
- Applications will be reviewed continuously until the position is filled
- **Posting Type:** Internal & External Candidates Considered

- **Interview Process:**
  - Candidates scheduled for interviews will be provided with the majority of the questions in advance
  - All interviewed candidates will be kept informed of their status as the process moves forward
- *While we'd like to connect with everyone, we simply don't have the capacity to reply to all applications. Only those selected for an interview will be contacted*

### **Inclusion and Accommodation**

Gateway is committed to maintaining a diverse, inclusive, and equitable workplace where each employee can be supported and valued for their contributions. We are an equal opportunity employer, which means all qualified applicants will receive consideration regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. Accommodations within our recruitment process and on the job are practiced and applied as needed. Please contact Human Resources at [humanresources@gatewayassociation.ca](mailto:humanresources@gatewayassociation.ca) for more information and to request any accommodations.