

**Contract Opportunity
Experienced FACILITATOR**

DEADLINE	Submit your resume and cover letter (max 1500 words) to camyi@arkcentre.ca by Friday July 30, 2021 by 11:59 PM (Eastern Standard Time).
Initiative	The Canadian Ark Centre of Excellence is a not-for-profit organization. In partnership with four other community organizations, and financial contribution from Public Safety Canada, it seeks through the Community Action for Muslim Youth Integration initiative (CAMYI) to address the polarized thinking underpinning bigotry, hate, and violence among youth populations, through sharing expert knowledge and lived experience with youth in an interactive setting. This will involve engaging with other community organizations in developing and delivering culturally appropriate programs and services that counter polarized thought. Phase 2 will aim to develop a framework that can be shared with agencies and organizations when delivering services and supports to Muslim youth. This will include banding together a group of key Muslim organizations to pilot and inform a community program framework. The framework developed will be shared with identified establishments as a key reference tool when looking into organizational policies and procedures. The framework will aim to share culturally appropriate considerations pertaining to designing and implementing youth-related programs and services.
Work Description	<p>The role of the project facilitator is to coordinate the work of a group of pilot participants and lead the group in a series of discussion sessions with the purpose of creating a community-based programming framework.</p> <p>The following are a highlight of the roles / key tasks:</p> <ul style="list-style-type: none"> ● Assist with planning and implementing initial consultation with CAMYI team and stakeholders, partners ● Assist in selecting/identifying stakeholders, participants and volunteers for working group ● Plan, coordinate and implement all pilot group discussions, including meetings and updates ● Define and assign roles, responsibilities and deliverables of participants, and stakeholders ● Define work scope and schedule of pilot participants ● Animate discussions on various community and programming topics (such as program theory, program design, implementation, and evaluation / close) ● Set and prioritize goals based on initial consultation outcomes/feedback/plan

	<ul style="list-style-type: none"> • Survey stakeholders to determine ways to reach the broader target audience and promote sustainability of final product • Communicate the project plan with the CAMYI team and Project Manager • Work to develop project framework (final product) with full team • Plan and coordinate final framework reveal event
Experience	<ul style="list-style-type: none"> • Has planned at least 2 large scale projects that included more than 2 collaborating organizations (experience in meeting the needs of several stakeholders in one project) • Minimum of 5 years experience in community work within a Muslim community • Minimum 2 years experience in planning and organizing online/live streamed events • Knowledge of project management and/or facilitation principles and minimum 5 years experience in project management and/or facilitation. • Able to analyze and understand current issues and conflicts faced by Muslim youth • Proficient in English / Arabic, written and spoken • Must provide recent Police Record check
Contact	<p>Canadian Ark Centre of Excellence (main site: www.arkcentre.ca) C10- 2295 St-Laurent Blvd K1G 4Z6 Email: camyi@arkcentre.ca Website: camyi.ca</p>
Work Location	The work will be completed at the contractor's workplace and at designated locations across the National Capital Region.
Value	The total budget for this contract shall be \$4000.00 excluding applicable taxes. Out-of-Region travel associated with this contract is not expected. However, due to the on-going pandemic, any associated out-of-Region travel will be paid by CAMYI.
Duration	Until March 31, 2022.

Summary of

TASKS	DELIVERABLES	MILESTONES
Lead virtual or in-person discussions with pilot participants (# of discussion sessions TBD)	Be aware of various community and programming topics	Sept 2021 - December 2021

	Animate the discussions by bringing those topics to the table	
Be available for weekly/bi-weekly check-ins with the CAMYI team Participate in meetings with CAMYI team essential to the execution of the project	Participation in check-ins Progress summaries	Ongoing
Assist in selecting/identifying stakeholders/volunteers to participate in pilot discussions	Attend and lead initial consultation with stakeholders and volunteers, assisting Project Manager. Identify Pilot participants	August 2021
To develop plan for the pilot participant discussions based on CAMYI's phase 2 strategy and feedback/results from the initial consultation	Draft plan and communicate to pilot participants Define and assign roles, responsibilities and deliverables of participants.	July/August 2021
Scheduling and agenda development of pilot sessions	Create Agenda for all pilot discussions and meetings	Sep 2021
Communications with Pilot participants, Researcher and Project Manager regarding development and new ideas.	Drafted communications regarding Pilot Sessions	On-going
Assist Research Officer and Project Manager with the developing of community-based programming framework	Ensure pilot discussions are relevant and help to advance the production of the community-based programming framework.	On-going
Assist with promotion/outreach as needed.	Survey stakeholders to determine ways to reach the	On-going

	<p>broader target audience (the community interventionists who won't be attending the sessions) and promote sustainability of final product</p> <p>Outreach and ease of use is a significant topic during pilot discussions.</p>	
To coordinate tasks across the various project requirements and teams	Workflow maintained, members of the team informed	On-going
Support in planning and coordinating final framework reveal	Drafting of the community-based programming framework and method of reveal	December 2021-January 2022