

Request for Proposals - Programs and Engagement Coordinator

Description:

The Crescent Heights Community Association (CHCA) is seeking proposals for the planning, coordination and implementation of programs and engagement initiatives in our neighborhood. The successful proponent/s will work collaboratively with the CHCA Engagement Committee, local groups, businesses, and citizens to develop, attract and promote programs and placemaking activities to improve the quality of life in the neighbourhood. Initiatives should focus on encouraging resident engagement to increase investment in sociocultural and environmental health and sustainability of the neighborhood. A key objective is to increase resident interconnection and to promote inclusion and communication across diverse stakeholder groups.

Proposal Format:

- Qualifications (max 2 pages): Tell us about your interest in this project as well as the skill set and experience you bring.
- Workplan (max 3 pages): Tell what work you will do, why it is important, and how you will know when you are successful. Please be explicit about intended activities, outputs, outcomes and evaluation tools/ideas. Tell us the expected timelines, schedule, and budget for this work
- Resume(s) (max 2 pages per resume): Please include your resume and/or the resumes of your team.

1. Evaluation Criteria

1.1. Qualifications of the proponent (60%):

Credentials

- Post-secondary degree or diploma in art, design, fine arts, contemporary art, performing arts, placemaking, community development, event management, urban planning, recreation, social work, teaching and / or education;

Knowledge

- Knowledge of placemaking/ community based art practices happening around the world;
- Awareness of social inclusion issues and knowledge of specific needs of different community groups in the neighbourhood; enthusiasm for working with groups in the community, and strong interpersonal skills, patience, empathy and respect for others;

Experience

- Experience working within and/or coordinating programs in the fitness, recreation, sport or community leisure services;
- Experience in designing community centre programming. Specific experience in arts, social programs and community engagement will be considered a benefit;
- Experience in analyzing program metrics and producing periodic reports for board review;
- Experience working with teams and independently;
- Experience working with artists and general understanding of the local Calgary arts scene;

Skills

- Ability to generate new ideas;
- Ability to facilitate the creativity of others and willingness to share their creative work;
- Ability to work collaboratively with community and local artists;
- Excellent written and oral communication skills;
- Exceptional organizational and administrative skills;
- Project management skills, negotiating skills, and adaptability;
- Preferably, a strong connection to the community of Crescent Heights.

1.2. Workplan (30%):

Clarity and specificity in the timelines for the project: When will different activities take place? How long will planning and preparation take? We know this can change but we want to know how you imagine things might go.

Logic Model

- **Clarity:** Clearly demonstrates understanding of the connection between resident engagement and neighborhood quality of life.
- **Relevance:** Activities are strategic and there is a logical connection between project outputs and longer term development and change in the Crescent Height community

Planning and Neighborhood Capacity Building

- Conduct a program needs assessment and develop a framework of programs to be delivered over the next 5 years in conjunction with the CHCA Engagement Committee;
- Develop a long-term human resource financial program sustainability plan that includes a grant application plan, and apply for grants;
- Build partnerships with local individuals, groups and businesses;
- Develop a program volunteer plan including volunteer position descriptions;
- Work with Centre Street businesses to develop a framework for establishing a Centre Street BIA;
- Build a roster of local artists to hire for on-going projects;

- Liaise with local authorities, schools, companies and artists.

Program Design and Implementation

- Engage local community in human –centered / placemaking / community-based art projects that engage, enliven and positively transform our community;
- Design and deliver programs and workshops to engage different groups in our community;
- Develop a detailed plan for administration and evaluation of priority initial programs, including:
 - Community engagement events and pop-up engagements to learn from the community what kind of initiatives they would like to see;
 - [Paint-the-Pavement](#) projects (X3);
 - [Painted rock cacheing](#) initiative;
 - [Faerie door initiative](#);
 - [Open Streets events](#) (X2);
 - [Street murals](#) X3;
 - [Community notice board](#);
 - [Stair painting projects](#) (X2);
 - [Parklet](#);
 - [Community garden](#);
 - Other initiatives recommended by the proponent.
- Project manage events and longer-term projects;
- Marketing and publicity of projects via social media and the press in conjunction with the CHCA Engagement Committee;
- Manage and support volunteers;
- Offer advice and support to individuals or groups in the community interested in creating their own placemaking/ community arts projects;
- Deliver monthly progress report.

1.3. Budget

Development of a budget that identifies hours and hourly rate required to undertake consulting services, broken down by components identified in the workplan. Identify anticipated budget costs to deliver the program, including materials, promotion, artist commissions, etc. Demonstrate awareness of required project inputs in terms of financial and human resources.

2. Project Logistics- time frame, remuneration, and accountability

This is a neighborhood pilot project and funding is available for the remainder of the 2017 year and over the 2018 year (with a possibility of extension). Future funding will be based on impact and demonstrated value to Crescent Heights neighborhood residents as well the capacity to secure additional resources.

- It is expected that this work could be completed on a part-time basis.
- Daytime/ evening and weekends depending on project and other responsibilities.
- The Programs and Engagement Coordinator will work largely independently and will report to CHCA Engagement Committee. Progress report will be presented by the end of each calendar month.
- Attendance at monthly engagement committee meetings and CHCA board meetings will be expected.
- The CHCA Engagement Committee is a sub-committee of the CHCA Board of Directors.
- The contract will be paid out monthly with the submission of a satisfactory monthly progress report.

3. Deadline

Please submit proposals to Jennifer Black jennifer@crescentheightsyyc.ca no later than 4 PM October 19, 2017.