

Job Posting – Learning and Connection Officer (Housing and Independent Living) – 12-month Full-Time, Fixed Term

The Sinneave Family Foundation (Sinneave) – Background

The Sinneave Family Foundation is a charitable organization with a vision that Autistic people live, learn, work, and thrive in their communities and realize their desired futures. We work to reduce barriers and enhance opportunities for Autistic youth and adults. Sinneave operates The Ability Hub in Calgary as an inclusive centre for innovation, learning, and connection.

Position Summary

Sinneave is recruiting for a 12-month Full-Time, Fixed Term Learning and Connection Officer. This role is responsible for implementing and continuously improving initiatives that advance housing and independent living activities. The successful candidate will draw on their specialized knowledge of housing systems, tenancy practices, and independent living supports.

As a member of the Learning and Connection team, this role also collaborates with participants, families, community partners, and internal teams to connect individuals with housing opportunities, resources, learning opportunities, and community supports. This role will contribute to organizational learning by implementing housing-related initiatives, supporting project delivery, mobilizing knowledge and resources, monitoring outcomes, and identifying opportunities to strengthen services, partnerships, and participant experiences.

This is a 12-month Full-Time, Fixed Term position, and pay is commensurate with job requirements, qualifications, and experience within a range of \$74,000.00 - \$82,000.00 per year. Sinneave also offers a comprehensive benefits program.

What Success Looks Like in This Role

In this role, success is demonstrated through the effective implementation of housing and independent living initiatives that create meaningful opportunities for Autistic and neurodivergent adults. Success includes developing working relationships with participants, families, housing partners, and community organizations while contributing to organizational learning, continuous improvement, and positive participant experiences.

You will be successful when:

- Housing initiatives and project commitments are implemented effectively and within established timelines.
- Participants are successfully connected to housing opportunities, independent living supports, resources, and community services.
- Learning, connection, and community engagement activities are well executed and demonstrate strong participation and positive participant experiences.

- Housing and independent living resources are effectively promoted, utilized, and continuously improved.
- Key relationships are maintained in a professional, responsive, and collaborative manner.
- Participant, program, and project data are accurately maintained and used to inform decisions and continuous improvement efforts.
- Opportunities to strengthen housing practices, participant experiences, and organizational effectiveness are identified and implemented.

Work Context

In this role, you can expect:

- A set work schedule for a total of 37.5 hours each week
- Eligibility for a hybrid / partially remote work arrangement.
- Primary working hours scheduled between 8:00am – 8:00pm MST Monday to Friday, with some flexibility based on operational needs, and on-site hours on Tuesday.
- Regular collaboration with colleagues.
- An organization committed to accessibility, inclusion, and neuroaffirming practices.

Skills and Competencies

To be effective in this role, you must have the following skills and competencies:

1. Communication Skills & Abilities

- Active Listening - able to give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
- Comprehension - able to listen to and understand information and ideas presented verbally, respond to questions (in the moment), and to read and understand information and ideas presented in writing.
- Professional Communicating – able to prepare and deliver written, oral, or visual material that presents information clearly to diverse audiences.
- Managing Conversations – able to lead and facilitate dialogue between two or more people.

2. Interpersonal Skills and Abilities

- Collaboration – Able to work effectively with others to coordinate tasks and achieve goals.
- Inclusive – able to respect diverse perspectives and experiences and respect others.

- Establishing and Maintaining Interpersonal Relationships – able to develop respectful, constructive, and cooperative working relationships and maintain them over time.
- Liaising and Networking – able to develop alliances, contacts or partnerships, and exchange information with others.

3. Coordination and Planning Skills

- Planning – the capability to establish priorities, organize tasks, allocate resources, and develop actionable plans and appropriate timelines to achieve defined objectives.
- Time Management – the capability to independently assess competing priorities and make sound decisions regarding task sequencing and deadlines, adapting as required.

4. Analytical Skills

- Problem Solving: the capability to identify problems and review related information to develop solutions or feasible options to achieve the desired end state.
- Analyzing Information: the capability to examine data or facts to determine appropriate actions or recommendations.
- Critical Thinking – the capability to use logic, reasoning, and sound judgement to analyze information, evaluate perspectives, identify solutions, and make informed decisions.

5. Digital Skills

- Proficiency – the capability to proficiently use Microsoft 365 Office Suite (e.g. Outlook, Excel, Word, PowerPoint, Teams, Loop), Windows Operating System (e.g. SharePoint), and online meeting platforms (e.g., Zoom, Teams).
- Cyber Security & Privacy – the capability to manage passwords, use multi-factor authentication, comply with data handling procedures and privacy practices.
- Information and Data Literacy – the capability to search for information, validate information, conduct data entry, and maintain digital records.

Personal Attributes and Abilities

To be successful in this role, you require the following personal qualities:

- Adaptability - ability to adjust to expected or unexpected changes and different situations (e.g., changing administrative procedures, task priorities, etc.).
- Accountability - taking responsibility for your actions and results.

- Dependability – being reliable and fulfilling obligations.
- Initiative – proactively identifying opportunities, addressing issues, and taking appropriate action without being directed; demonstrating self-motivation and a willingness to go beyond assigned responsibilities to achieve objectives.
- Service Orientation - actively looking for ways to help, serve, or assist others.
- Tolerance of Ambiguity - able to function in an environment where there is a degree of unpredictability of work activities (the focus of work may vary week to week).

Knowledge

To be successful in this role, you require knowledge of and the ability to use:

- Housing systems, housing pathways, and tenancy practices.
- Housing-related documentation such as leases, applications, notices, and income statement and assessment tools.
- Initiative implementation and continuous improvement practices.
- Data collection, reporting, and evaluation principles.
- Housing readiness and housing stability concepts.
- Participant-centered and strengths-based support approaches.
- Community-based service systems and collaborative partnership models.

Qualifications (Education and Experience)

Applicants should have:

- At least three (≥ 3) years of relevant experience in housing services, housing program delivery, housing operations, tenancy support, independent living supports, community-based services, or a related field; and-
- A university undergraduate degree in Business Administration, Project Management, Urban Studies, Urban Planning, Social Work, Community Development, Social Sciences, Public Policy, or a related discipline.
- Note - An equivalent combination of education, training, and experiential learning relevant to housing, independent living, program implementation, community development, or tenant support.

Reporting relationship: The incumbent reports to the Director of Learning and Connection

Key Duties and Responsibilities:

The incumbent of this role will perform the following work tasks:

- Implement housing and independent living initiatives.
- Develop and implement referral, assessment, and tenant support processes associated with housing navigation activities.
- Provide housing-related information, resources, and guidance to participants, families, and natural supports.
- Develop and maintain housing and independent living resources and learning materials.
- Facilitate learning opportunities, workshops, information sessions, and community engagement activities.
- Support the promotion and mobilization of housing-related resources and professional learning content.
- Collaborate with community organizations, service providers, and housing partners to advance organizational priorities.
- Collect, maintain, analyze, and report participant, program, and partnership information.
- Contribute to evaluation, research, and continuous improvement activities.
- Participate in community engagement and relationship-building activities that increase awareness of Sinneave's services and initiatives.

Hiring Process

Sinneave is an inclusive employer, open and flexible in its thinking and approach to recruiting. We encourage all qualified candidates to advise us of their needs or preferences as it relates to the interview and assessment process for this role.

Sinneave will use a multi-stage assessment and selection process with an expected offer going out to the successful applicant by October 16, 2026, and a projected start date of November 16, 2026, or as soon thereafter as possible.

The first stage of the assessment process will invite selected candidates to draw from their experience to demonstrate their knowledge, skills, and competencies through written responses to specific questions related to the role.

Candidates selected to proceed will be invited to participate in additional stages of assessment. Further details regarding the format and expectations of each stage will be provided to candidates as they advance through the process.

To Apply:

Please send your resume and cover letter electronically to:

Sandra James, Administrative Coordinator

Sandra.james@sinneavefoundation.org

Or drop-off in person at our reception desk:

Attention: Sandra James, Administrative Coordinator

The Sinneave Family Foundation

Suite 300, Child Development Centre

3820 - 24 Ave NW

Calgary, AB

T3B 2X9

Fax (403) 284.9298

www.sinneavefoundation.org

Application Deadline: When the position has been successfully filled.