



miskanawah
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Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions. We adopt culturally-based practices in human services to support vulnerable children, youth and families. Within Miskanawah we have our Tawaw – Family Resource Network, “Welcome we have made space for you”.

Mission:	Guided by Indigenous teachings, Miskanawah offers evidence-informed, supportive services to people in the Calgary area as they strengthen their circles of self, family, community, and culture.
Values:	Culture, Community, Trust & Respect
Vision:	Children, youth and families thrive within a culturally responsive community.

Hub Coordinator - Tawaw Family Resource Network

Reports to: FRN Social Impact and Engagement Lead

Job Summary

The Hub Coordinator is the first point of connection for families, community members, and staff. This role is grounded in presence, reliability, and relationship, ensuring that the space feels welcoming, organized, and reflective of Miskanawah's values and Indigenous ways of knowing and being.

The Hub Coordinator plays a key role in creating a home-like, culturally responsive environment where people feel seen, respected, and supported. This includes maintaining the flow of the space, supporting program operations, and ensuring systems, data, and administrative tasks are completed with care and accuracy. This is a full-time (9:00am – 5:00pm – Mon-Fri) in-person role requiring consistent daytime presence to support community and staff.

Responsibilities

Welcoming & Front-Facing Presence

- Greet families, community members, and guests with warmth and non-judgement
- Serve as the first point of contact in-person, by phone, and email
- Support a calm, welcoming, and inclusive environment for all who enter the space
- Show up in a good way for Elders, families, and community – GO ABOVE AND BEYOND!

Creating and Maintaining Space

- Maintain a clean, organized, and home-like environment throughout the hub
- Prepare the space daily (opening duties, kitchen readiness, welcoming atmosphere)
- Take initiative in setting up, organizing, and maintaining shared spaces
- Ensure visitor rooms, kitchen, and common areas are consistently cared for



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Organization, Systems & Administration

- Accurate and timely data entry & spreadsheet tracking (Excel proficiency required)
- Support document preparation and internal administrative processes
- Maintain office supply inventory and coordinate purchasing
- Support program logistics and daily operations as needed

Relational & Cultural Grounding

- Work in alignment with Indigenous ways of knowing and being
- Lead with empathy, respect, and cultural awareness
- Support a human-first approach to service delivery
- Build and maintain positive relationships with staff, community, and partners

Job Requirements

- Criminal Record and Vulnerable Sector Check & Child Intervention Check
- Current CPR and First Aid
- Ability to work effectively both independently and as part of a team
- Advanced competency in Microsoft applications including Word, Excel and Outlook
- Self-motivated, uses initiative, detail oriented
- Exceptional verbal, and written communication skills
- Ability to exercise good judgment and maturity
- Proven organizational, time management and multi-tasking skills
- Ability to adapt to changing priorities

Work Conditions

- Interaction with clients and the public at large
- Attendance and participation in training
- Interaction with others under varying circumstances-including situations of a highly sensitive nature

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to cgiuricich@miskanawah.ca and reference "**Tawaw FRN Hub Coordinator**" in the subject line. We thank all applicants, however, only those selected for interview will be contacted.