



Halton Equity and Diversity Roundtable (HEDR)

POSITION: Equity and Diversity Coordinator

LOCATION: Halton Region

TERMS: Maternity Leave (1 year)

CLOSING: Please submit resume and cover letter by 5pm on May 29, 2015

The Halton Equity and Diversity Roundtable (HEDR) is a community collective of about 65 organizations, institutions, groups, businesses, and individual community members that is committed to building systemic inclusion and equity in Halton.

Our mission is to develop the capacity of organizations, groups and businesses in Halton to be equitable and inclusive of all forms of human diversity in their practices, policies and services. Our vision is a community where individuals are valued, respected and empowered to realize their full potential. Individuals are people who represent all aspects of diversity including but not limited to race, culture, socio-economic status, ethnicity, nationality, age, language, sexual orientation, skin colour, gender, physical or mental abilities.

The Equity and Diversity Coordinator will report to the Coordinating Committee of the Roundtable and will strategically manage and oversee the planning and delivery of the initiatives of the Halton Equity and Diversity Roundtable. This is a 1 year maternity leave contract and will pay \$45,000 annually based on an average 35 hour work week (work hours will require flexibility).

JOB RESPONSIBILITIES:

- Supports HEDR Mission, Vision, Objectives, Core Values, Guiding Principles, Strategy and Work Plan.
- Provides direction and expertise to HEDR partners and community agencies and organizations around HEDR
- Manages operational aspects of HEDR projects as well as the budget.
- Researches and assesses emerging trends, best practices and government initiatives.
- Designs, develops and distributes resources to build organization capacity around Equity and Diversity.
- Develops and delivers Equity, Diversity and Inclusion presentations and trainings to the Roundtable and the general public
- Develops and implements a communications strategy, including assisting with the development and updating of content on the HEDR website.
- Prepares, organizes and manages all statistical information, reports and research; ensure information is available to the Roundtable and other key stakeholders.
- Ensures appropriate measures and audits are taken for the evaluation of project initiatives and identified outputs.
- Facilitates Roundtable meetings and working groups, public meetings, stakeholder consultations, focus groups, and/or planning sessions.
- Establishes, maintains and liaises with a community network of HEDR contacts.
- Researches and develops grant applications and makes recommendations around alternative funding opportunities.
- Fulfill all reporting requirements as outlined by the funder.

- Act as a resource for Roundtable members
- In the absence of the HEDR Coordinating Committee, exercises judgement in handling issues and concerns and informs and involves the appropriate HEDR member.
- Performs other duties as assigned which are directly related to the responsibilities of the position.

SKILLS REQUIRED:

- University or College degree/diploma or international equivalent.
- Strong knowledge and a demonstrated passion for equity, diversity and inclusion issues.
- Excellent project management and presentation skills.
- Strong knowledge of Halton and community services.
- Ability to work both independently as well as within a team.
- Strong partnership building, analytical and organizational skills.
- Professional manner, superior communication skills (both written/verbal) and a positive outlook.
- Ability to manage multiple priorities and projects in a deadline driven environment.
- Proficiency in maintaining budgets.
- Demonstrate professional conduct at all times.
- Ability to demonstrate sensitivity, confidentiality and maturity in workplace situations.
- Highly motivated with an ability to work cooperatively within a team environment.
- Proficient using Microsoft Office suite of products.
- Valid Ontario Drivers License and a vehicle available for work purposes.
- Flexible hours are required, which may include early mornings and/or evening and weekends to attend meetings.
- Other duties as assigned.

Please Submit Resume and Cover Letter To:

Paula Lam
 Halton Equity and Diversity Roundtable
 c/o ROCK (Reach Out Centre for Kids)
 12A – 504 Iroquois Shore Road, Oakville, ON L6H 2Y7

info@hedroundtable.com

Only applicants selected for an interview will be contacted.

HEDR embraces equity and inclusion principles and encourages applications from individuals of all ages, abilities, backgrounds, sexual orientations, gender identities and gender expressions to apply.