

## INTERNAL & EXTERNAL JOB POSTING

### **Equity, Diversity & Inclusion (EDI) Specialist, People & Culture**

ISANS is seeking a full-time **EDI Specialist, People & Culture** to work closely with the People & Culture Team to review people policies, procedures and practices with an EDI lens, making recommended adjustments in collaboration for the benefit of the organization and all ISANS' colleagues. As we work to achieve our vision of 'a community where all can belong and grow', we are excited to welcome someone who understands and appreciates intercultural dynamics in a multi-cultural immigrant settlement agency and will actively support a welcoming, inclusive and respectful working environment for ISANS staff. Reporting to the Associate Director, People & Culture (P&C), this position will be responsible for:

- Engaging in People and Culture projects such as policy and program development, service delivery improvements and employee experience enhancements by consulting with colleagues and researching best practices and keeping abreast of trends at the intersection of EDI and settlement that would impact ISANS clients and service delivery
- Ensuring an equity, diversity and inclusion lens is used in P&C recruitment, onboarding and training and program and policy development
- Supporting ongoing EDI training and development for staff, including as part of performance management, while working collaboratively with Supervisors, Managers and within the People and Culture team
- Coordinate ongoing training/discussion opportunities such as lunch and learns for staff
- Create and maintain a library of resources and events
- May sit on internal committees as an expert, resource, special advisor or regular member
- Supporting People & Culture reporting and recommendations to achieve ISANS' strategic plan and operational decisions
- Supporting ISANS' colleagues as a contact for questions on policies and procedures, ideas to enhance our colleague experience, or general inquiries, including coaching all levels of colleagues for optimal solutions or outcomes

### **The ideal candidate for this position will have the following:**

#### **Education:**

- Training in EDI principles and best practices
- Bachelors Degree or Advanced College Diploma in Human Resources or other relevant area of expertise
- Equivalent combination of education and experience will be accepted
- CPHR designation and/or professional coaching accreditation is an asset

#### **Experience:**

- 2+ year's experience in EDI related work
- 2+ year's progressive experience in training and development
- Proven experience working in a culturally-diverse organization
- Experience in an operational Human Resources role is considered an asset
- Experience in working in the not-for-profit sector is considered an asset

#### **Knowledge/Skills:**

- Solid working knowledge of legislation related to human rights and discriminatory practices
- Understanding of equity, accessibility, and inclusion specific issues
- Demonstrated sensitivity to a range of individual and collective barriers faced by underserved community members
- Strong facilitation skills with the ability to effectively relate to people of diverse backgrounds, lived experiences
- Demonstrated rapport-building and interpersonal skills, including conflict transformation
- Keen sense of curiosity and willingness to explore opportunities from all angles
- Strict confidentiality, high levels of diplomacy, and coaching skills
- Ability to work independently and as part of a team

- Strong time management and organization skills, including attention to detail
- Strong written and verbal English communication skills
- Proficient with MS Office applications, HRIS, and other technologies
- Additional languages an asset

**Competencies**

- Strategic Orientation
- Analytical Thinking
- Equity, Diversity & Inclusion
- Effective Communication
- Decision Making
- Development of People
- Self-awareness & Influence
- Conflict Resolution

**Terms of Employment**

- Fixed-term contract to March 31<sup>st</sup>, 2023, renewable pending funding confirmation
- Full-time, 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** ASAP

**Closing Date:** Tuesday February 1, 2022 at 4:00pm

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.**