

INTERNAL & EXTERNAL JOB POSTING

Inclusivity Coordinator

1-year short term contract

ISANS is seeking a full-time **Inclusivity Coordinator** responsible for working with community partners to increase their Equity, Diversity and Inclusion (EDI) knowledge and expertise by developing, testing and evaluating ISANS's current suite of EDI workshops. The coordinator will produce a final report that will include best practices and can be replicated in other settlement organizations across Canada. Reporting to the Manager, Innovation & Strategic Partnerships, this position will be responsible for:

- Reviewing ISANS' EDI and Anti-racism workshops, reports and resources
- Conducting environment scan of EDI resources and trainings across Canada
- Assessing the needs of four main sectors (Recreation, Volunteer, Family Support and Disability) to identify key themes that are common across sectors and that are unique to each sector.
- Assisting external evaluator to determine baseline data, develop pre- and post-questionnaires, gather feedback from staff and stakeholders, and complete evaluation of project.
- Creating and engaging stakeholders on a steering committee throughout the project
- Creating various EDI tools (both in-person and virtual) including checklists, self-assessment tools, workshops, webinars, one-on-one supports, etc.
- Developing and piloting sector specific resources and trainings with the four community organizations and other stakeholders from the four sectors
- Updating current tools and resources based on these evaluations and feedback.
- Creating a Best Practices toolkit with a package of supports for each sector so that community organizations can progress in their understanding, skill level and strategies to best to support immigrants.
- Creating a staff manual for ISANS staff to help them support partner organizations.
- Disseminating learnings, tools, resources and best practices
- Writing a report summarizing the project and its best practices

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted.
- Adult education/training/diploma an asset
- Community Development diploma an asset

Experience:

- Equity, diversity and inclusion (EDI) of vulnerable populations; experience with the newcomer context is an asset.
- Social justice, anti-racism and anti-oppressive practices
- Developing EDI tools, resources, workshops and/or webinars
- Non-profit experience. Experience in one of the following sectors considered an asset: Recreation, Volunteer, Family Support and Disability
- Community-based research and evaluation
- Working with a steering committee and stakeholders
- Report writing, creating EDI toolkits considered an asset
- Working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- 2 years experience in a similar position

Skills:

- Ability to engage others on equity, diversity and inclusion work.
- Community capacity and relationship building

- Collaboration and partnership building
- Group facilitation and presentations
- Workshop design
- Developing, implementing and evaluating programs or projects
- Strong written and verbal English communication skills
- Ability to work independently and as part of a team.
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

Knowledge:

- Theoretical framework of equity, diversity and inclusion
- Nova Scotian and Canadian context of barriers faced by newcomers.
- Adult education principles
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ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization.

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives.

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique.

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Short-Term contract until March 2024
- 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 March 14, 2021, 4.00pm

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

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.

Only those eligible to work in Canada will be considered for this position.

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.