

## Job Opportunity



### **Diversity & Inclusion Facilitator**

**Salary range: \$22.40 - \$23.94/hr**

**Hours: 35/week (1.0 FTE)**

**Term: 24 weeks, Aug 2020 – Feb 2021**

Alexandra Neighbourhood House is a place-based, not-for-profit agency located in South Surrey, BC. Our mission is to partner with individuals and groups to strengthen community capacity by co-creating opportunities for neighbours to teach, learn, and grow together.

### **Description**

Under the direction of the Manager, Community Programs, the ***Diversity and Inclusion Specialist*** will undertake a comprehensive review of agency policies and programs with a view to expanding opportunities for greater responsiveness to, and representation of, racialized and other marginalized individuals and groups. The Specialist will also develop and lead community consultation and staff and volunteer development modules with a view to strengthening community capacity through empowering BIPOC, sexual and gender minorities, other marginalized individuals, and allies to co-create meaningful systems change.

### **Education & Experience**

- Certificate, diploma or degree in a discipline related to racialized and marginalized communities; sociology; and/or community engagement/development; or a combination of relevant education and experience.

### **Responsibilities**

- Undertake a comprehensive review of agency policies and protocols with a view to providing concrete, achievable recommendations broadening inclusion and diversity in Alexandra Neighbourhood House programs and operations.
- Assist with the development and implementation of volunteer recruitment and leadership development targeted at under-represented communities.
- Develop and lead dialogue and training modules for agency staff and volunteers.
- Develop and facilitate one or more community consultations targeted at racialized and marginalized communities; and assist in the development of volunteer-led initiatives to increase participation and representation of those communities in civic life.
- Assist with planning and pursuing opportunities to develop new programming, and in identifying sources of income and in-kind support to undertake them.

### **Knowledge, Skills, and Abilities**

- Experience in developing and facilitating dialogues and/or training modules.
- Experience in policy development, review, and evaluation.
- Good understanding in the development and application of online platforms for networking, publicity, and community programming.

- Capacity to engage with people 1:1 and in groups; including comfort with public speaking.
- Skill in writing in a variety of contexts, including publicity; evaluation; grant narratives; and slide presentations.
- Ability to communicate sensitively, motivate participation, and mediate conflict.
- Facility in organizing and prioritizing diverse assignments and emergent issues; a flexible and creative thinker.
- Commitment to an anti-oppression and decolonizing perspective applied to systems change in community organizing.
- Proven sound judgement, ethical decision making, ability to stay calm under pressure.

**Accountability:**

- Reports to the Manager, Community Programs.

**The successful candidate must have or ready to acquire:**

- Criminal record clearance

**Canada Summer Jobs Program Requirements**

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Possess a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.