

**Job Description**      **Diversity and Inclusion Facilitator****REPORTS TO:**              **Program Manager****Position Summary:**

As a Diversity and Inclusion Facilitator, you will help SMUN to meet its program objectives. This position has a variety of responsibilities. The job description outlined below is intended to be a guideline for the many tasks this position entails and may be reasonably modified as program needs change. This job description is not intended to be all inclusive, the Employee may perform other related duties as assigned to meet the ongoing needs of the agency.

As a Diversity and Inclusion Facilitator you will aim to promote good relations and practices towards different minority groups. You may work within community services, supporting people who experience some form of discrimination and delivering diversity workshops to participants, clients, staff, students and volunteers.

**This position is funded through the Government of Canada Summer jobs program to be eligible to apply you must be between the ages of 15-30.**

This position is a fixed term contract of **16 weeks**. Position will start **May** 2024. Hours of operation are **Monday through Friday 8:30 am – 4:00 pm** with an expected 35 hours of work per week, days of work may vary due to the nature of the position. Rate of pay is **\$18.00** per hour.

As part of the team you will help SMUN meet its program objectives. This position has a variety of responsibilities.

**Responsibilities:**

- Carry out all responsibilities of a Diversity and Inclusion Facilitator in a moral and ethical manner
- Being present and ready to perform duties in a timely manner
- Participant in meetings, workshops and training as required
- Represent agency in a professional manner through embracing and fostering the SMUN culture, respectful communication and ethical decision making
- Provide support to volunteers and students and other agency staff assigned to the program areas
- Assist and support other agency staff where skills are applicable
- Assist with the successful creation, implementation, and support of diversity & inclusion curriculum and training.
- Effectively educate clients, using adult learning techniques, on diversity, inclusion & equality topics, especially in areas which are especially relevant to the client
- Work with HR Manager and Operations Manager to assist in the development of training curriculum that promotes an understanding of diversity, equity and inclusion topics, such as cultural competency, unconscious bias, and developing an inclusive culture
- Research, apply and promote diversity initiatives and share best practice
- Provide advice, guidance and support on equality and diversity issues
- Assess community needs and promote community cohesion
- Liaise with community groups and other relevant organizations
- Maintain up-to-date knowledge on anti-discriminatory legislation
- Present reports and recommendations
- Routinely update data and record keeping

**Qualifications:**

- Able to work in a busy and fast paced environment
- Some evening or special event hours may be required
- Excellent interpersonal skills
- Ability to work with individuals living with disabilities, addictions and compromised mental health
- Experience working in a team environment with proven leadership skills
- Demonstrated ability to work independently and with groups
- Demonstrated good organizational and record keeping skills
- Demonstrated good communication skills
- Ability to repeatedly lift 50 pounds
- Self-motivated, cooperative and flexible

**Requirements:**

- Education in the field of Diversity and Inclusion
- Education in or volunteering in a front-line capacity in a community setting
- Education in working with persons facing barriers especially as related to mental health, substance use, and trauma
- Experience in employment services an asset but not required
- Excellent literacy in Microsoft Office Suite (Word, Excel, Outlook)
- Strong written, interpersonal, and oral communication skills in English
- Demonstrated skills in problem solving and decision making under pressure
- Ability to work as a team and on your own with little supervision
- Satisfactory clearance under the Vulnerable Sector Police Check Program
- Must be qualified to legally work in Canada
- Must be between the ages of 15-30

**How to Apply:**

Applicants are invited to email a cover letter and resume with the subject line “**Diversity and Inclusion Facilitator**” to [hr@startmeupniagara.ca](mailto:hr@startmeupniagara.ca)

SMUN is an equal opportunity Employer. In compliance with AODA, this job posting is available in alternate format upon request. To request disability accommodation, please contact Start Me Up Niagara via telephone at 905 984 5310 ext 107.

*We thank all candidates for their interest in advance.  
Due to volume we will only be contacting those selected for an interview.*