

Position Title: Racial Equity Project Manager
Department: Community Innovation
Reports to: Community Innovation Department Head
Contract Dates: May 2023 to March 2025

Summary

This role is responsible for the development and delivery of a new project within the Community Innovation Department: identifying and working with multiple stakeholders to develop racial equity strategies and resources. This is an exciting opportunity for an ambitious project manager who is adept at developing and putting innovative and inclusive projects into action. The ideal candidate is an effective communicator and deep listener with anti-racism, equity, diversity and inclusion (EDI) expertise, as well as someone who is action-oriented, has a growth mindset, and builds community through relationships.

Key Responsibilities

- Develop a detailed project workplan with activities, timelines, key milestones, and engagement and evaluation framework.
- Identify and engage sectoral partners to participate in project activities and convene a Multiple Disciplinary Design Committee to guide project activities.
- Develop terms of reference, memoranda of understanding, job descriptions, and contracts to guide recruitment, engagement, and onboarding of a working group, sectoral partners, and consultant to work collaboratively towards attainment of project deliverables.
- Plan, prepare, and facilitate committee meetings, dialogues and consultations, strategy development sessions, and public forums to develop activities, strategies, and resources, solicit feedback, share tools, outcomes and recommendations.
- Create a report documenting findings and actionable feedback.
- Solicit project participants' input and feedback through the development and issuance of surveys and collect, analyze, and report results.
- Conduct activity tracking, budget monitoring, and narrative and statistical reporting as per contract requirements and reporting timelines.
- Review, assess, and make recommendations to improve internal systems and practices to meet funder and organizational requirements.
- Create marketing materials and ensure ongoing promotion of project activities to organizations and communities.
- Work collaboratively with intra and inter departmental colleagues to effectively plan for, evaluate, and successfully deliver outcomes.

- Perform administrative tasks related to the project.
- Other related duties as required by the Community Innovation Head of Department.

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement Impact North Shore's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assesses risk and develops risk mitigation strategies.
- **Engagement.** Shows passion for the job and the mission of Impact North Shore. Engages people, organizations, and partners in developing goals, executing plans, and in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are met on time and according to agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns program policy and delivery with the strategic directions of Impact North Shore. Champions organizational change.
- **Building the Organizational Team.** Recognizes that the leader alone cannot get the job done; coaches staff and volunteers to meet the mission of Impact North Shore. Builds successful relationships with clients, staff, volunteers, and partners.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet organizational objectives.

Minimum Qualifications

- 5+ years of education/experience in delivering/leading equity, diversity, inclusion, and anti-racism programming with an intersectional lens
- 5+ years of experience in facilitation, community engagement, and development
- 3+ years experience in contract/project/event management, working towards attainment of and reporting on deliverables and key performance indicators
- Demonstrated flexibility and ability to successfully manage change and work collaboratively with multiple stakeholders, including colleagues, committees, and community partners
- Ability to develop and maintain positive relationships among diverse stakeholders, including assembling and leading design and advisory committees
- Strong communication skills, including verbal, writing, and editing
- Excellent organizational skills and attention to detail
- Strong analytical, innovation- and solution-finding skills, which include the ability to develop and propose creative and innovative approaches
- Experience working with individuals from diverse cultural backgrounds
- Familiarity and/or experience working with communities and groups facing discrimination and systemic racism is considered a strong asset.

We strongly encourage applications from IBPOC, LGBTQS+ people, im/migrants and other equity deserving communities.

Additional Information

- Hours: 28 hours/week (schedule may vary)
- Salary Range: \$39.00 to \$42.00 per hour dependent on experience
- Contract Dates: May 2023 to March 2025
- This position is a hybrid role that has flexibility for remote work, but will require regular in-office attendance to meet project deliverables

Posted Until Filled – Resumes reviewed upon submission.

Please send resumes and cover letters to: hr@impactnorthshore.ca

Reference: Racial Equity Project Manager

Impact North Shore is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.