



## Job Posting: Outreach Coordinator

**Position Type:** Full-time, contract for 28 months (funding based)  
**Date Posted:** November 29, 2021  
**Application Deadline:** December 10, 2021

The Regional Diversity Roundtable (RDR) is a charitable not-for-profit with organizational membership. This network is committed to building inclusion and diversity competence that results in the institutionalization of equity in members' core values, structures, workforce, policies, and services.

RDR is seeking an **Outreach Coordinator** to implement the *Building Inclusive Practices and Developing ARAO-DEI Program*. This initiative will focus on exploring Anti-Racist, Anti-Oppressive, Diversity, Equity and Inclusion (ARAO-DEI) competency, strengthen responsive service delivery, combat inequities, and serve the diverse newcomer communities to integrate successfully in Peel. The **Outreach Coordinator** will support, collaborate and consolidate with RDR staff, partners and initiatives over the course of the project.

### Responsibilities:

Under RDR leadership, the Outreach Coordinator will:

- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities
- Adhere to an annual budget for community outreach activities, maintain and manage records
- Nurture new and old relationships with collaborative partners
- Schedule regular marketing, outreach and promotion activities using a blend of online and community initiatives
- Prepare accurate records and reports
- Facilitate idea development and program planning
- Support and execute the work plans of the initiative
- Help create, and coordinate working groups to assist project implementation and completion
- Provide project management support to the Project lead and RDR initiatives
- Research and compile ARAO - DEI resources and practices for documentation
- Assist in the development and implementation of a sustainability strategy
- Assist in the execution of special events and initiatives
- Other duties, as assigned



## **Qualifications:**

The Outreach Coordinator will be a critical thinker and energetic self-starter with the following:

- A combination of post-secondary education and relevant experience in the human services sector (minimum 2 years)
- A sound understanding and commitment to anti-racism, anti-oppression, diversity, equity and inclusion framework
- Demonstrated interpersonal strengths, solid communication, writing and presentation skills (digital and in person)
- Strong facilitation, coordination and organizational skills
- Experience with diverse community outreach and cross cultural engagement
- Proven ability and experience working with diverse newcomer and immigrant population
- Proven ability to conduct literature and community research
- A critical thinker and a flexible doer
- Ability to work independently and as part of a team
- Previous experience working with collaboratives and networks is an asset

Currently based in Mississauga, the Outreach Coordinator is expected to travel across the GTA. Candidates must have access to a vehicle; have valid insurance and a valid class G driver's license. Salary and remuneration is based on education and experience.

## **To apply:**

Interested applications email cover letter and resume titled: "Application: Outreach Coordinator" by December 10, 2021, 5:00 p.m. to:

Hiring Committee.

E-mail: [chair@regionaldiversityroundtable.org](mailto:chair@regionaldiversityroundtable.org)

The Regional Diversity Roundtable (RDR) is committed to equitable hiring practices. RDR will make reasonable accommodation, based on any of the human rights protected grounds, to support candidates.

Thank you in advance for your interest. Only candidates selected for an interview will be contacted.