



Job Posting: Project Lead

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), a charitable not-for-profit in Peel, is committed to building inclusion and diversity competence in member organizations that results in the institutionalization of equity in their core values, structures, workforce, policies, and services.

The RDR is seeking a **Project Lead** to implement the *Building Inclusive Practices and Developing ARAO-DEI Program*. Federally funded, 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 the region of Peel.

Responsibilities: Under the leadership of the Executive Director the Project Lead will:

- Develop and implement the work-plan of the initiative as per project outline
- Collaborate with project team, stakeholders, and partners
- Create, lead and facilitate project committees, workshops, trainings, presentations
- Support development of digital curriculum, review, modify and deliver per plan
- Coordinate with other RDR activities, events, staff
- Build relationships and capacity amongst program stakeholders and diverse communities
- Create, maintain, manage website, blogs, on-line presence
- Grow diversity, equity and inclusion tools & practices
- Maintain financial and project records, generate reports and document learning
- Facilitate and oversee assessment design system to evaluate the project and incorporate required changes with agility
- Research and compile diversity and equity management resources
- Assist in the development and implementation of a sustainability and scalability strategy
- Other duties, as assigned

Qualifications: The Project Lead will be an energetic self-starter with the following:

- A sound understanding and commitment to diversity, equity and inclusion principles/practices in the human services sector



- A combination of post-secondary education and project management experience (minimum 3-5 years)
- Excellent interpersonal, communication, presentation and technology skills
- Experience with stakeholder engagement, relationship management and diverse community outreach
- Policy development experience - an asset
- Experience synthesizing data and writing reports
- Competent in maintaining websites and social media accounts, digital content development and delivery
- A critical thinker and a flexible doer
- Ability to work flexibly, independently and as part of a team
- Strong leadership, facilitation, coordination, collaboration, relationship building, budgeting and organizational skills

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

To apply:

Email resume and cover letter titled: "Application: Project Lead" by Dec 10, 2021, 5:00 p.m. to:

Hiring Committee.

Email: 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 those candidates selected for interviews will be contacted.