



Job Posting: Education Program Coordinator

Position Type: Full-time, contract for 8 weeks
Date Posted: May 4, 2023
Application Deadline: May 19, 2023

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 **Education Program Coordinator** to implement RDR programs focused on exploring Anti-Racist, Anti-Oppressive, Diversity, Equity and Inclusion (ARAO-DEI) competency, strengthen responsive service delivery, combat inequities, and serve the diverse communities in Peel. The **Education Program Coordinator** will support, collaborate and consolidate with RDR staff over the course of the contract.

Responsibilities

- Develop, design, and facilitate ARAO-DEI training modules, webinars, capacity building sessions.
- Organize workshops and coordinate RDR learning events and conferences.
- Adapting existing and developing new program curriculum.
- Writing ARAO-DEI focused articles/position papers.
- Document current research, and effective ARAO-DEI practices.
- Organize digital and in-person resources for presenters and participants.
- Other duties as assigned.

Qualifications:

- Energetic, self-starter, critical thinker and interest in designing e-learning training sessions.



- Capacity to work effectively to develop new training material
- A sound understanding and commitment to diversity, equity and inclusion and its implementation in the human service sector.
- Exceptional written and verbal communication skills.
- Experience designing curriculum and conducting workshops and leading consultations
- Should be enrolled in a Graduation/under graduation program in ARAO -DEI, Education, Psychology, Sociology or equivalent.

Pay: Commensurate with student rate + MERC

Apply by email to: chair@regionaldiversityroundtable.org no later than May 19, 2023, 5 pm.

We are committed to equitable selection/hiring practices. We will make reasonable accommodations, based on any of the human rights protected grounds, to support candidates.

For more information please contact RDR at: rdr@regionaldiversityroundtable.org