



Job Posting: RDR Project Coordinator

Position Type: Full-time

Date Posted: August 21, 2023

Application Deadline: September 8th, 2023 5:00pm

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 a **Project Coordinator** to support, coordinate and consolidate its initiatives over the grant period. The Coordinator will also collaborate with other RDR projects, activities, events, and staff.

Responsibilities: Under the leadership of RDR ED, the Project Coordinator will:

- Facilitate idea development and program planning
- Coordinate the The Regional Diversity Roundtable members, activities and events
- Implement the strategic work plans of the Roundtable
- Create, lead and coordinate working groups to assist project completion
- Provide administrative support to the RDR and its initiatives
- Research, compile, and create diversity and equity management resources
- Document, deliver and train on ARAO-DEI practices and initiatives within human service organizations • Assist in the implementation and evaluation of organizational sustainability strategy
- Maintain and manage financial and project records/reports
- Other duties, as assigned

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

- A sound understanding and commitment to anti-racism, anti-oppression, diversity, equity and its implementation in the human service sector
- A combination of post-secondary education and experience in the human services sector (minimum 3-5 years) • Excellent interpersonal, communication, writing, computer, and presentation skills
- Experience with community outreach and engagement
- Proven ability and experience working with diverse communities and stakeholders
- Proven ability to conduct literature reviews and community research
- An innovative thinker and a flexible doer
- Ability to work independently and as part of a team
- Strong facilitation, coordination, partnership management, and organizational skills
- Previous experience working with collaboratives and networks is an asset

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

Interested applicants email cover letter and resume titled: "Application: RDR Project Coordinator 2023" to: chair@regionaldiversityroundtable.org. Please submit your application by **September 8th, 2023, 5:00 p.m.** Only candidates selected for an interview will be contacted.

For all other inquiries please contact RDR, Tel: 905-232-7371 Cell: 416-399-0934

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