



## **Summer Job Posting: Education Program Coordinator**

**Position Type** : Full-time, 8-week contract

**Date Posted** : April 22, 2024

**Application Deadline** : May 6, 2024

The Regional Diversity Roundtable (RDR), a federally incorporated charitable not-for-profit located in Peel Region, is committed to institutionalizing and advancing anti-racism, anti-oppression, diversity, equity, and inclusion (ARAO-DEI) in member organizations, the human services sector, and the community.

RDR is seeking an **Education Program Coordinator** to implement programs focused on exploring Anti-Racist, Anti-Oppressive, Diversity, Equity, and Inclusion (ARAO-DEI) competencies, strengthening responsive service delivery, combating inequities, and serving the diverse communities in Peel. The Education Program Coordinator will support, collaborate with, and consolidate efforts with RDR staff over the course of the contract.

### **Responsibilities:**

- Develop, design, and facilitate ARAO-DEI training modules, webinars, and capacity-building sessions.
- Organize workshops and coordinate RDR learning events and conferences.
- Adapt existing and develop new program curricula.
- Write ARAO-DEI focused articles and position papers.
- Document current research and effective ARAO-DEI practices.
- Organize digital and in-person resources for presenters and participants.
- Perform other duties as assigned.

### **Qualifications:**

- Energetic, self-starter, critical thinker with an interest in designing e-learning training sessions.
- Capacity to work effectively to develop new training material.
- A sound understanding of and commitment to diversity, equity, and inclusion, and its implementation in the human services sector.
- Exceptional written and verbal communication skills.
- Experience in designing curricula, conducting workshops, and leading consultations.
- Should be enrolled in a Graduation or Undergraduate program in ARAO-DEI, Education, Psychology, Sociology, Social Sciences, or equivalent.

**Pay:** Commensurate with student rates + MERC

Apply by email to: [chair@regionaldiversityroundtable.org](mailto:chair@regionaldiversityroundtable.org) no later than **May 6, 2024, 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](mailto:rdr@regionaldiversityroundtable.org)