

Job Title:	Manager, Diversity, Equity & Social Impact
Reporting to:	Director, Programs & Community Services

JOB PURPOSE

The goal of the Manager of Diversity, Equity & Social Impact is to provide leadership in the creation, implementation, and evaluation of diversity and equity initiatives that strengthen the organization's ability to serve a diverse community and workforce. This will include advising the leadership team and developing and delivering training programs for staff on strategies and best practices to promote diversity and foster an inclusive and welcoming work environment. Support will also be provided to staff, the leadership team, and the Board of Directors for the purpose of addressing complex systemic barriers within policies, procedures, and practice within BGC East Scarborough.

The Manager of Diversity, Equity & Social Impact will also provide management to the development, implementation, and evaluation of the Older Adults programs and services.

RESPONSIBILITIES

Leadership and Coordination (55%)

- Lead the development, implementation, and evaluation of a community-focused diversity, equity, and inclusion framework across the organization.
- Ensure that the diversity, equity, and inclusion framework is integrated into organization decisions, policies, and practice (i.e. program and service delivery) with a focus on identifying and eliminating systemic barriers and inequities, such as those based on protected grounds under the Ontario Human Rights Code, including, but not limited to, race, gender identity, sexual orientation, age, creed, disability.
- Collect and analyze statistical data to evaluate the organization's population in accordance with diversity standards and goals and identifying trends and best practices within the workforce.
- Work to enhance the organization's community engagement efforts with a focus on equitable access to supports and services that align with the organization's Strategic Plan.
- Research, develop, recommend, and execute creative strategies to foster the organization's diversity goals.
- Provide strategic leadership to the organization's diversity, equity and inclusion-focused advisory committee.
- Support and guide People & Culture to help create a brand that appeals to diverse applicants and removes bias.
- Ensure organizational compliance with municipal, provincial, and federal regulations on diversity and equity.

- Maintains knowledge of diversity-related issues, legislation, and best practices.
- Develop and deliver diversity, equity, and inclusion-focused training programs and events for staff, Club members, and the community.
- Monitor and evaluate the effectiveness of the programs and services for Older Adults.

- Develop new programs and services for Older Adults based on identified gaps.
- Pursue appropriate funding options to support the organization's diversity, equity and social impact endeavours.

Community / Stakeholders Partnership (25%)

- Maintain relationships with diversity-related businesses and organizations, with the intention of working together and improving our organization's brand.
- Act as a consultant to underrepresented groups in our community and make sure all voices are heard.
- Foster strong and mutually beneficial relationships with people, organizations, and other levels of government and government agencies working to address diversity, equity, and inclusion issues and drive change.
- Facilitate collaborative partnerships with community agencies for the purpose of positively promoting the BGC East Scarborough and the MAAT Youth Innovation & Cultural Centre.
- Represent BGCES and MYICC and those we serve at relevant community meetings, networks, and coalitions.
- Participate in local networks and coalitions to identify opportunities for collaboration.
- Support the development of capacity-building plans for older adults with programming partners.

Administration (20%)

- Prepare detailed work plans, budgets, and business plans to assist in the delivery of programs for Older Adults.
- Prepare and submit required quantitative and qualitative program reports as scheduled for agencies and funders.
- Write grant applications and funding proposals that include detailed work plans, budgets and business plans.
- Oversee the collection, recording, and dissemination of evaluation data.
- Consolidate weekly, monthly, and project-end reports.
- In collaboration with the leadership team, identify gaps in service and advocate at the appropriate government and/or organizational level to affect change.
- Verify and submit staff timesheets and absent requests to the appropriate departments.
- Participate in regular mentoring and supervision meetings with staff within the department of Diversity, Equity & Social Impact
- Maintain documented clear vulnerable sector check and/or letter of declaration on file
- Maintain First Aid and CPR certification
- Maintain documented immunization records on file
- Complete and maintain agency related trainings such as HIGH FIVE Principles of Healthy Child Development and BGC Canada's myBGCUniversity
- Engage in self-evaluation for the purpose of identifying, and meeting, professional development needs and to set goals in relation to yearly performance appraisals
- Attend staff and management meetings/reporting to assigned Director
- Work flexible hours as required
- Maintain all documentation as required

QUALIFICATIONS

Experience and Training/Education

- A post-secondary diploma or degree in a relevant area of study (e.g. Equity Studies, Social Science, Human Rights, Humanities, Social Services) or an equivalent combination of education and related professional and community experience.
- Three years of progressive work experience researching, developing, managing, and implementing diversity, equity, and inclusion strategies and programs, preferably in the public sector.
- Demonstrated ability to motivate, lead, and supervise staff and to work effectively with limited supervision.
- Awareness of trends in the community as they relate to equity, diversity, and social impact.
- Possess strong program design and implementation skills.
- Experience in community development and community capacity building is essential.
- Experience in grant/ proposal writing with an ability to produce and manage budgets.
- Excellent strategic thinking.
- Strong written and oral communication skills.
- Proven project management planning with organizational and project leadership experience.
- Excellent time management and multi-tasking skills.
- Computer proficiency and keyboarding skills including Excel, Microsoft Word and Internet applications.

Knowledge and Attributes

- Commitment to supporting diversity, equity, and inclusion for all equity-seeking groups.
- Demonstrated ability to connect and engage with relevant communities based on credibility gained from critical analysis of lived experiences.
- Experience and skills in community outreach and intervention programs and/or in designing, leading, and implementing comprehensive community-based change initiatives.
- Experience and skills in managing difficult conversations, facilitation, mediation, and group presentations.
- Demonstrated leadership, coaching and human relations skills needed to counsel, advise, coach, train and develop others.
- Demonstrated project and change management skills, and an ability to manage numerous projects and deadlines concurrently.
- Demonstrated understanding of racism and intersectionality, namely how racism intersects with other identities including gender identity, sex, religion, sexual orientation, ability/disability, family status, etc.
- Knowledgeable about Older Adult (Seniors) health and wellness and aging well in their community.
- Valid First Aid/CPR certificate (or willing to obtain certificate)
- Valid Vulnerable Sector Check (or willing to obtain certificate)
- Valid High Five Certification (or willing to obtain certificate)

WORKING CONDITIONS

- Work environment includes both indoors and outdoors; may be required to work outdoors under hot weather during the summer.
- May be required to work weekends or evenings to participate in agency events.
- May be required to travel to satellite sites to attend program-related matters.
- Travel is required to attend workshops/seminars and networking events.

PHYSICAL REQUIREMENTS

- Visual concentration/eye strain (computer usage).
- Regularly required to sit for a long period of time at the workstation.
- Repeated movement of hands and fingers from office work.
- Occasional bending and lifting boxes; lifting up to 40 lbs.
- Assist Older Adults with walkers or mobility devices

DIRECT REPORTS

- Staff delivering programs within the Diversity, Equity & Social Impact department

Approved by:	<i>Utcha Sawyers</i>
Date approved:	<i>January 14, 2025</i>
Reviewed:	<i>January 14, 2025</i>
Next Review Date:	<i>January 14, 2028</i>

Employee Acknowledgement: I have read and reviewed the Job Description with the Supervisor who has explained the responsibilities and answered my questions. I have received a personal copy of this job description and agree to carry out these responsibilities.

Employee's Signature: _____ **Date:** _____

Manager's Signature: _____ **Date:** _____