



## Job Posting

**\*\*\* This job is through the Ministry of Trainings, Colleges, and Universities Job Creation Partnership Program. It is a contract position for up to 42 weeks. To find out if you are eligible please visit the jobs page on our website [www.guelphneighbourhoods.org](http://www.guelphneighbourhoods.org)**

## Diversity and Inclusion Assistant

### Duties:

- 1) Survey/research local and provincial organizations to find out what are the current best practices and policies for diversity, inclusion and anti-oppression (including hiring practices, mediation, and conflict resolution). This can happen through web research, phone calls, and in-person visits.
- 2) Study and research asset mapping techniques to help create the tools and techniques to run a workshop to create asset-based maps in the Neighbourhood Groups.
- 3) Survey local organization to find out what training and workshop opportunities exist and where the gaps are in our community. Help create a workshop and training calendar and to create new trainings and workshops.
- 4) Research local and provincial organizations to learn outreach techniques and materials to help create an outreach manual for the GNSC and Neighbourhood Groups.
- 5) Attend Equity Committee and sub-committee meetings and events to help create a process of engagement and communication for these committees.
- 6) Help develop a framework for a GNSC Diversity, Inclusion and Anti-oppression conference.

### Experience/skills required:

- Experience working in diversity and inclusion,
- Experience in community work: i.e. School council, committee work, volunteer boards, service organization, etc.
- Microsoft Office Suite: Word, Excel, Power Point, Publisher
- Strong written, electronic and verbal communication skills
- Strong organization skills
- Ability to prioritize and multi-task

**Rate: estimated to be \$423/week**

**Hours of Work:** Up to 35 hours per week

**Start Date:** October 2016

Please send resume & cover letter to Brendan Johnson @ [brendan.johnson@guelphneighbourhoods.org](mailto:brendan.johnson@guelphneighbourhoods.org)

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance, however, only those being considered for an interview will be contacted.