

United Way Kingston, Frontenac, Lennox & Addington
JOB DESCRIPTION

Job Title:	Director of Equity, Diversity, Inclusion & Indigenization (EDII)		
Reporting to:	President and Chief Executive Officer		
Job Classification	Director; Part time (20 hours a week), contract position Compensation Range: Hourly rate \$36-42		
Department:	CEO Office		
Creation Date:	May 2022	Revision Date:	

SUMMARY

UWKFLA's EDII strategy is designed around the following goals:

- building capacity of partner and funded agencies
- supporting and implementing a social identity data project
- building and growing EDII practices internally.

They will lead the implementation of the organizational (internal) EDII strategy.

Reporting to the President & CEO, working closely with agencies and the United Way's EDII Roundtable, this position will lead the implementation of EDII strategy to build capacity in agencies, promote and sustain strong organization-wide engagement.

This position will create and deliver workplans, provide progress reports and identify communication opportunities, supporting implementation of the strategy.

DUTIES & RESPONSIBILITIES

- Coordinate UWKFLA's EDII Roundtable, Agency Advisory Committee, agency communities of practice and other committees related to EDII that may develop.
- Development of capacity building and training programs to build staff and volunteer competencies.
- Act as an advisor and coach to partner agencies seeking to advance their commitment to EDII.
- Work in collaboration with indigenous leaders, elders, knowledge keepers, across the region to support relationship building, peer support and learning.
- Help UWKFLA build and maintain relationships with other organizations committed to diversity equity and inclusion.
- Lead the implementation of the internal EDII strategy

Other Duties (10%)

- Other duties or tasks may be assigned based on the business needs of the organization.

EDUCATION AND EXPERIENCE

Education:

- Post-secondary education in a related field (Indigenous Studies, Human Rights, Equity Studies, Social Sciences, Humanities, Business or Public Administration) or a combination of education, training and experience will be considered.

Experience:

- Minimum 5 years' management experience.
- Minimum 5 years' professional work experience in workplace diversity, equity, inclusion and culture.
- Minimum of three years' experience in report writing

Skills & Abilities:

- Demonstrated experience managing organizational change within agencies and in systems.
- Experience leading diversity, inclusion and reconciliation initiatives and leading the implementation of strategies.
- Proven track record handling difficult conversations, strong mediation skills with the ability to influence and engage others.
- Comprehensive knowledge of, lived or working experience in Indigenous communities, governance, culture and priorities with a familiarity of Indigenous partners and organizations to continuously represent Indigenous views and needs.
- Demonstrated understanding of racism and intersectionality, systemic barriers and inequalities, a deep commitment for driving diversity, equity and inclusion for all equity-seeking groups.
- Demonstrable competency in project management and the ability to define project plans and find workable solutions for dealing with an array of priority initiatives.
- Strong program design and development skills.
- Excellent verbal and written communication, presentation and facilitation skills.
- Excellent teamwork, interpersonal and constituent service skills including the ability to work respectfully and inclusively with a diverse population and multiple stakeholders.
- Knowledge of the UW network and ways of working an asset.
- Bilingualism in both official languages an asset.
- Access to adequate transportation is essential

COMPLEXITY OF DECISIONS

Support and guidance for decision making is available as needed.

MANAGEMENT / SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision:

- none

Indirect Supervision:

- none

TYPE OF SUPERVISION REQUIRED / INDEPENDENCE OF ACTION

This role operates with a considerable independence of action and works under general direction provided the President & CEO.

Policies and general objectives are available, however there is a requirement to show independent thinking and creativity to address tasks and work.

CONSEQUENCE OF ERROR

Typical errors may result in funding programs that do not effectively create the desired level of community result. This could have an adverse impact on the UW KFLA's image and reputation.

CONFIDENTIALITY

The Director of Equity, Diversity, Inclusion & Indigenous Collaboration is privy to confidential information related to activities of the organization and impacts within the community. Disclosure could have a significant impact externally.

CONTACTS

Internal:

- President & CEO, Vice President, Management team, Managers, Staff
- Nature of the Contact – recommendations, collaboration, supporting initiatives, etc.

External:

- Volunteers, Other United Ways, Agencies, etc.
- Nature of the Contact – liaison, information sharing, advisory support

PHYSICAL EFFORT

- Majority of time is spent in a comfortable position with frequent opportunity to move about
- Infrequent need to move or lift articles

PHYSICAL SKILLS

- Regular need to give close attention, hearing or seeing, to what is happening
- Requirement to work at computer, keyboarding, etc. and various meetings, etc.

WORKING CONDITIONS

Physical:

- Located in a comfortable indoor area
- Unpleasant conditions are infrequent and very mild

Stress:

- Work and environment change very little over time
- Some pressure from deadlines, production quotas, accuracy or similar demands
- Unpleasant social contacts and / or concern about unpleasant situations are probable

COMPETENCIES

The United Way Worldwide has developed an extensive Competency Model Framework. The Framework supports a common set of competencies to ensure that each United Way is able to attract, grow and retain the right people who have key competencies in areas that are fundamental to our mission and strategic direction.

Specific definitions, traits and behaviours are outlined the Framework titled: United Way Worldwide Competency Models. Those specific competencies that apply this this position are:

- Mission focused
- Relationship oriented
- Collaborator
- Results driven
- Brand steward