

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

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## Coordinator, Diversity, Equity & Inclusion

The incumbent is responsible for leading the corporation on the development and implementation of the Corporate Wide Diversity, Equity and Inclusion strategy, emerging issues on discrimination, inequity, and race, as well as community based programs and training. This is accomplished through engaging residents, community organizations/groups, community partners and supporting diversity related Committees and Taskforce to deliver a wide variety of programs, services, events and initiatives to meet the needs of a growing and diverse community. This role will also provide diversity, equity and inclusion advice and guidance to the corporation to support a culture of inclusion. The incumbent will liaise with Human Resources providing expertise in diversity, equity and inclusion related training, internal education program development and implementation of internal strategies and initiatives.

### Successful applicants will possess the following:

- Post-secondary degree or diploma in Diversity, Equity or Inclusion studies, Social Sciences, Public Policy, or other related program.
- Three years relevant experience managing, developing and successfully implementing equity, diversity, and inclusion policies and programs. Previous work within a municipal or government environment would be an asset.
- Experience working with not for profit and social services sectors, as well as partnering with a broad range of equity seeking groups (i.e. ethno-cultural, LGBTQ, vulnerable, marginalized, youth, etc.).
- Lived experience as a member of the Black, Indigenous or other racialized communities a strong asset.
- Demonstrated knowledge of diversity, equity and inclusion outreach activities, community engagement including consultations and conversations, and partnership development.
- Above average interpersonal, organizational, communication, (both oral and written), leadership, team building, and customer service skills. Skilled problem solver and creative thinker. Demonstrated ability to lead corporate and community teams.
- Proven ability to maintain effective working relationships and to deal courteously and professionally, with tact and discretion, with all levels of employees, Members of Council, community leaders, community stakeholders, businesses and members of the public.
- Demonstrable ability to apply sound judgment and reasoning skills to problem solve and make decisions regarding routine and escalated situations and requests.
- Demonstrated proficiency in research, data collection, strategic planning, project and change management, and report writing. Effective and eloquent ability to develop and deliver presentations.
- Proven political astuteness and media savvy; demonstrated accuracy, timeliness, tact and discretion in dealing with media.
- Demonstrated proficiency in the use of personal computers and Windows-based software applications, communication tools, including Word, Power Point, and Excel, as well as other communication tools.

- Must have a personal vehicle for use in the performance of duties and possess a valid Class “G” Ontario Drivers Licence.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Compensation includes a comprehensive benefits package, pension plan and an annual salary range starting at \$81,827.20 (based on a 35 hour work week).

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Qualified candidates may submit a detailed resume or online application form by **Friday, May 14, 2021** to:

Recruitment Specialist  
Human Resources Division  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](http://pickering.ca/employment)

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We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Documents are available in alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. The identification of your lived experience as a member of Black, Indigenous, Persons of Colour and other racialized communities is welcome in your application. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.