

## **Job Opportunity: Diversity, Inclusion, and Community Engagement Program Coordinator**

At Truly Alive Youth and Family Foundation Inc [TAYFFI], our success depends on our people, productivity, and procedures. We are committed to providing impact-driven support to all persons seeking our services and programs.

Our organization is currently seeking a dynamic and innovative individual to join our staff team for the position of **Diversity, Inclusion, and Community Engagement Program Coordinator**.

The coordinator will possess adequate knowledge and experience on the application of culturally sensitive and trauma-informed approach to engaging program participants. Similarly, the Coordinator will possess strong communication and interpersonal skills, and substantial knowledge on strategies for fostering social inclusion and promoting harmonious living among all Saskatoon residents.

Integral to the duties and responsibilities of the successful candidate for this position is the ability to work collaboratively with key stakeholders, industry experts, and community allies to improve social, economic, and cultural outcomes of program participants, most of whom are youth, women, and families from racialized and visible minority groups.

As a representative of our organization at external committee and community of practice roundtables, the coordinator is expected to possess proven knowledge regarding multi-sectoral stakeholder engagement, impeccable skill sets on inter-personal relations and public speaking, and up-to-date knowledge on change impact approach for addressing issues relating to structural and systemic alienation of members of ethnic/visible minority communities in the socioeconomic fabrics of the society and develop sustainable strategies to mitigate emerging trends and service gaps.

**Job Title:** Diversity, Inclusion, and Community Engagement Program Coordinator

**Immediate Supervisor:** TAYFFI Executive Director

**Employment Terms:** Full-time; starting July 2022

**Work Hours/Schedule:** 140hrs/month; Monday – Friday (as per employer and clients' needs)

**How To Apply:** Resume and cover letter to be sent to the attention of the Executive Director, TAYFFI at [info@trulyalivefoundation.org](mailto:info@trulyalivefoundation.org) before close of business on **Monday, June 13, 2022**.

**NOTE:** Only applicants shortlisted for interviews will be contacted.

### **DUTIES AND RESPONSIBILITIES**

#### **Focus Group/Committees**

- Identify key stakeholders and community champions in priority aspects of service needs and establish sustainable engagement to further TAYFFI work
- Develop, implement, and evaluate work plans related to service gaps and priority needs of target audience in concert with TAYFFI's priority goals and objectives
- Identify and represent TAYFFI at external committees and community of practice tables within Saskatoon, and nationally relevant to TAYFFI's work on Equity, Diversity, and Inclusion
- Seek opportunities for inter-sectoral collaboration and partnership to achieve coordinated intervention and robust client support to combat racism, discrimination, and other socio-economic imbalance faced by members of visible minority groups

## **Core Tasks and Responsibilities**

- a. Undertake community-based research to gain deeper insight and grassroots-informed perspective related to systemic barriers in public engagement and neighbourhood tolerance of members of visible minorities; develop mitigation strategy as applicable
- b. Obtain, collate, analyze data related to participation (and associated barriers) of ethnic/visible minority groups, especially women, in Saskatoon socioeconomic life vis-à-vis employment, recreation, adaptation, and social network, and develop response strategy
- c. Develop and implement assessment tools to identify clients' interests, aptitudes, abilities, and relevant skill strengths and proffer tailored plans of action to support clients' needs
- d. Assist clients to identify community resources and assistance programs, sort out options, and facilitate access as applicable: including legal, medical, financial assistance, housing, employment, transportation, day care, recreational activities, and other services
- e. Implement and organize the delivery of special workshops and learning events to grow community awareness and knowledgebase as it relates to equity, diversity, and inclusion towards combating hate, intolerance, discrimination, and racism.
- f. Collaborate with other TAYFFI staff to maintain program effectiveness statistics for the purposes of evaluation, research, and resource development
- g. Establish Working Group with representatives from Saskatoon diverse communities particularly those from ethnic/racialized groups; facilitate Working Group meetings to advance program scope

## **Other Key Responsibilities**

1. Develop relevant promotions and new media marketing resources to grow TAYFFI's visibility among community of practice and beyond
2. Conduct periodic environmental scan to identify pressure points and critical service needs requiring tailored/tactical response
3. Coordinate special activities such as heritage education/learning events in collaboration with TAYFFI staff
4. Perform other tasks and responsibilities in support of TAYFFI's business as directed by the Executive Director or their designate

## **Preferred Personal Attributes and Essential Skills**

- ✓ Completion of university program in Social Work, Psychology, or other Social Science degree
- ✓ Professional communicating, liaising, and networking; constructive interpersonal relationship with all internal and external contacts; fluency in English language (French language an asset)
- ✓ Previous work experience in a social service sector or non-profit organization supporting vulnerable individuals, immigrants, and ethnic minority groups with impeccable performance track record
- ✓ Works well with confidential information, applying need-to-know rules effectively
- ✓ Demonstrated ability to communicate with clarity by listening to others, speaking effectively, and preparing written communication in a clear and concise format
- ✓ Ability to comply with all relevant organizational policies and procedures; commitment to organization's objectives, goals, and operational strategy to achieve priority outcomes
- ✓ Effective time management to complete assigned tasks and duties; consistently open to change and adapt readily to shifts in tasks and circumstances
- ✓ Extensive knowledge on social, economic, cultural, and health issues relating to immigrant, refugee, and other vulnerable/under-served communities and develop tailored intervention responses
- ✓ Ability to organize schedules to meet varied needs of clients, community partners, and stakeholders
- ✓ Skilled at identifying unique method of communication that builds shared meaning through actions and building engagement
- ✓ Personal vehicle with class 5 Driver's License; Criminal Record Check