



NATIONAL ADVOCACY
COMMUNITY ACTION.



YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women and gender diverse people escape violence, move out of poverty and access safe, affordable housing.

We work tenaciously to break down barriers that hold women and gender diverse people back from achieving equality.

Internal and External Job Posting

SENIOR MANAGER OF EQUITY, DIVERSITY AND INCLUSION (EDI)

Human Resources and Administration

JOB ID: HR962

Employment Type:	Full-Time, Permanent
Work Hours:	35 hours per week (per Management Hours of Work Policy)
Salary:	\$77,447 to \$90,705 annually (M10), plus comprehensive benefits
Location:	87 Elm Street, Toronto, ON – (Hybrid Work Arrangement Available)
Application Deadline:	Wednesday, October 11, 2023

JOIN OUR TEAM

As part of the Human Resources leadership team, the Senior Manager of Equity, Diversity and Inclusion (EDI) is responsible for leading the management of equity, diversity and inclusion programs, policies and initiatives in consultation and with the direction of the Chief Executive Officer and Director of Human Resources and Administration. The incumbent will contribute to the overall development of the Association and will participate in setting priorities and achieving Association goals.

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

ABOUT YWCA TORONTO

YWCA Toronto is dedicated to improving the lives of women, girls and gender diverse people. Our programs promote equality, economic security and lives free from violence. We help women, youth and gender diverse people flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' programs and family programs. We also engage in systemic advocacy.

KEY RESPONSIBILITIES

- Works closely with the CEO and the senior management team to develop, implement and evaluate the Equity, Diversity and Inclusion strategy for the organization that aligns with the mission, vision and values of YWCA Toronto and our strategic plan;
- Acts as a resource to the management team by providing subject matter expertise and guidance; helps to build the capacity of the management in EDI through coaching and training;
- Collects and analyzes data related to DEI initiatives, track metrics, maintains accurate records and generates regular reports on EDI progress, and areas for improvement;
- Identifies barriers and develops recommendations to ensure talent management policies, practices and systems are equitable and enable the retention, development, and advancement of under-represented and marginalized groups;

- Works with Program/Department Directors to develop, implement and evaluate program/department specific access and equity plans that align with the overall EDI strategy for the Association.

QUALIFICATIONS

- In-depth knowledge of Equity, Diversity and Inclusion sometimes acquired through completion of a graduate degree in Diversity Studies, Human Rights, Social Justice, or a related discipline **(we acknowledge that some levels of formal education can be a barrier and we welcome applications from individuals who have acquired the knowledge required for this position in different ways)**;
- Must have over five to seven years of related experience preferably in a non-profit social service setting;
- Demonstrated progressive experience developing, implementing, and evaluating strategies and initiatives that address disproportionality and disparity in a social and clinical service setting;
- Demonstrated strong understanding of equity, accessibility, intersectionality, anti-racism, decolonization, anti-oppression, truth and reconciliation, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, and their application in an organizational context;
- Experience working with diverse and systemically marginalized communities and collaborating on program development and/or projects;
- Proven experience in change management, and project management;
- Lived experience as a member of the Black, Indigenous or other racialized or marginalized communities;
- Exceptional communication skills; verbal and written;
- Advanced ability to research and analyse complex concepts and plan strategically;
- Diplomatic, with emotional intelligence and strong interpersonal skills;
- Strong attention to confidentiality and discretion;
- Strong knowledge of current computer applications including word processing and spreadsheet software, as well as e-mail and the Internet;
- A knowledge of and willingness to support feminist values and services focused on the needs of women, girls and gender diverse people.

Vaccination Policy: In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees, students and volunteers are strongly encouraged to obtain all COVID-19 vaccinations and booster doses as recommended by Toronto Public Health.

HOW TO APPLY

Please submit your cover letter and résumé as a single document to: Jeannette Manguiat, Director of Human Resources and Administration at hrjobs@ywcatoronto.org. **Please quote JOB ID number HR962 and your name in the subject line.**

Please note: A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the Bargaining Unit. **Please indicate on your cover letter and email subject line if you are a YWCA Toronto Employee.**

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

Posting date: September 28, 2023