

# Diversity Specialist (16 month term)



This opportunity is simple: we're inviting you to bring your skills and talent to our organization through the role of *Diversity Specialist*! Join us in our mission of providing municipal service to residents, businesses, and organizations in a friendly, effective and innovative manner.

We're looking for a dynamic person ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of historically excluded communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

- Diversity Policy and Program Development
  - Develop, recommend, implement, monitor, and evaluate diversity and inclusion policies, procedures, and programs (i.e. Diversity Management Policy training, internal & externally);
  - Engage with citizens who face barriers voicing their opinions or who wish to participate in local government;
  - Develop and maintain relationships with organizations/service providers to diverse populations;
  - Provide leadership and coordination for training, development, and education initiatives.
- Support for Council and Staff
  - Promote diversity, equity, inclusion, belonging and justice in the workplace through skill building opportunities inclusive of various learning styles; and
  - Serve as a support/resource to Council, and staff by applying an equity lens on the work of the Municipality.
- Support for Diversity Kings County
  - Provide support, leadership and guidance to the Diversity Committee through implementation of the Strategy of Belonging;
  - Provide insight into issues being faced by diverse populations in the region; and
  - Support committee in the development and execution of committee work plan.

## Candidate Profile

- Education and Experience
  - Undergraduate degree specializing in Community Development, Diversity Management, Public Administration, Social Sciences or a related field of study plus 1 – 3 years related experience or, college diploma focused in Human Services, Social & Community Supports or related field of study plus 3-5 years related experience with preference given to candidates with lived and/or professional experience working collaboratively with Indigenous and/or Black/African Nova Scotian communities. Note: Paid and unpaid work shall be valued equally when determining experience;
  - Experience & knowledge in principles of diversity in the workplace, diversity training, communications, workplace/adult education practices, research & analysis, and use of technology to increase participatory culture;
  - Demonstrated success implementing diversity initiatives in a workplace or community.
- Knowledge, Skills and Abilities
  - Strong communication & facilitation skills (small and large groups);
  - Ability to assess needs and develop and present educational programs and/or workshops;
  - Good listening skills and the ability to relate to and connect with a wide range of people;
  - Open mindedness, patience & a commitment to the principles of servant leadership.

# Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$36.84 - \$43.94/ hour) of the Municipal Pay Band. The hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). This position supports a standing committee of Municipal Council that meets on the first Monday of every month in the evening. Some additional evening and weekend work may be required.

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience (consideration will be given to both relevant paid and unpaid work) will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by **4:30pm Friday February 2, 2024**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.

