



JOB DESCRIPTION

POSITION TITLE: Municipal Accessibility, Equity and Anti-Racism Program Coordinator
REVISION DATE: March 2024
REPORTS TO: Manager of Municipal Accessibility, Equity and Anti-Racism Program
DIRECT REPORTS: N/A

POSITION SUMMARY: The Municipal Accessibility, Equity and Anti-Racism Program Coordinator is responsible for the coordination, promotion, and provision of accessibility, equity, and anti-racism capacity building support for municipalities and villages throughout the province. The Coordinator will support the Program Manager in meeting the scope of work and objectives outlined in the *Funding Agreement for Equity and Anti-Racism Plans* between the Department of Justice and AMANS, supporting municipalities and villages in the development of Equity, Anti-Racism and Accessibility Plans.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time.

JOB DUTIES & RESPONSIBILITIES

1. Program Support and Governance (60%)

- 1.1. Supporting and Advising** - Support municipalities and villages to develop and deliver equity, anti-racism, and accessibility plans. Provide support and advice to Municipal and Village accessibility, equity, and anti-racism leads in developing and implementing projects and Plans and assisting municipalities and villages in navigating new and existing funding initiatives.
- 1.2. Program and Project Management** - Provide support to the Program Manager for managing programs and projects identified by the Accessibility and Equity/Anti -Racism Directorates as well as the AMANS Board, including research, making recommendations, developing and presenting reports, and the evaluation of ongoing programs and projects to determine where municipalities are meeting accessibility, equity, and anti-racism goals and where capacity gaps lie.
- 1.3. Public Relations** - Act as an Ambassador for the Accessibility, Equity, and Anti-Racism programs.
- 1.4. Building relationships** - Build relationships, collaborate, and liaise with key partners, including other municipalities across the country. Build relationships with provincial government groups, specifically the Provincial Directorates.
- 1.5. Advocacy** - Stay up-to-date on emerging issues of significance to the Accessibility, Equity, and Anti-Racism programs and advocate on behalf of municipalities.

1.6. **Workplans** - Assist with the development of Program workplans and setting target outcomes.

1.7. **Websites** - Assist with maintenance of the program websites and communication platforms.

2. Events and Education (30%)

2.1. **Events** - Work toward the Provincial Directorates' and AMA Board's strategic direction for the Accessibility, Equity, and Anti-Racism Program through facilitation of events, including workshops and webinars.

2.2. **Budgeting** - Assist with development and management of the budget for all training sessions and events, and ensure budgeted targets are met.

2.3. **Training** - Assist with the training and development offerings of the Accessibility, Equity, and Anti-Racism Program, including conducting training needs assessments for the municipalities using various tools, making training events available and facilitating same where able.

3. Financial Management (10%)

3.1. **Fiscal Management** - Responsible for supporting the Program Manager with fiscal management of the Accessibility, Equity, and Racism program budget which includes operating within the approved budget and ensuring maximum resource utilization of funding.

3.2. **Fiscal Integrity** - Assist the Program Manager and Executive Director to ensure the fiscal integrity of the Accessibility, Equity, and Anti-Racism program which includes financial program reporting as required to the provincial Directorates.

4. Other duties as assigned

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- An undergraduate degree specializing in Diversity Management, Public Administration, Communications, Business, Human Resources, or a related field of study plus 1 - 3 years' related experience
- An equivalent combination of education and experience will be considered
- Solid understanding/knowledge of issues and legislation related to accessibility, equity, and anti-racism
- Rick Hansen Foundation Accessibility Certification an asset
- Ability to educate, collaborate and engage with partners
- Ability to work with communities to build on strengths, capacities, resources, and opportunities
- Ability to work independently, take initiative, and work in a team environment
- Ability to use frameworks and models to plan and evaluate initiatives

- Experience in a municipal environment is an asset
- Experience working with Boards and Committees
- Excellent verbal and written communication skills
- Previous experience managing the delivery of programs and projects
- Experience with Microsoft Office 365 Suite
- Valid Driver's License, to meet travel requirements