

## Job Description

<b>Job Title:</b>	Community and Engagement Manager
<b>Department:</b>	Equity, Diversity, Inclusion and Anti-Racism Office
<b>Reports To:</b>	Director, Education & Outreach
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	November 2022

### **Primary Purpose**

Reporting to the Director, Education & Outreach, the Community and Engagement Manager takes leadership on key projects, supports the other members of the Education & Outreach Office, and adds support/capacity to Faculties and Units on campus in their response to equity and anti-racism.

### **Key Accountabilities**

#### **Implements, Delivers and Monitors Equity and Anti-Racism Initiatives**

- Consults, advises, and supports Faculties and Academic Support Units in their equity and anti-racism efforts and initiatives
- Collaborates with campus stakeholders and serves as a community resource to ensure appropriate response to equity and anti-racism issues
- Works with the Director, Education & Outreach to assess, recommend and develop new strategies and initiatives, events and programs to promote a culture of equity and anti-racism on campus
- Updates Director, Education & Outreach on initiatives and prepares reports to track progress
- Employs project management approaches to manage work, information, and logistics of project deliverables
- Maintains a strong understanding of current literature, best practices, legal and legislative frameworks related to equity, diversity, inclusion and anti-racism, and conducts related research (e.g. literature reviews, needs assessments, data collection and analysis)

#### **Engagement and Outreach**

- Develops a visibility and outreach strategy for the Equity, Diversity, Inclusion and Anti-Racism Office
- Collaborates and builds partnerships with relevant stakeholders and faculties/units on campus
- Supports and adds capacity to the equity and anti-racism initiatives across campus
- Oversees the management of volunteers engaging in education and outreach initiatives on campus
- Makes presentations and employs other communication tools to raise awareness about the Equity, Diversity, Inclusion and Anti-Racism Office

#### **Equity and Anti-Racism Response and Support**

- Supports the Equity and Anti-Racism Specialists in responding to individual disclosures from campus members experiencing equity related concerns (e.g. racism, transphobia, ableism) by providing support and referrals based on individual needs
- Collaborates with internal support units and external organizations to meet needs of diverse members of the campus community

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- Remains current with pertinent ethical requirements and research relevant to responding to equity and antiracism concerns
- Engages in case management when required, particularly with cases presenting with more complex needs
- Maintains an understanding of the legal and reporting requirements to provide accurate advice, support and resources
- Supports the Equity and Anti-Racism Specialists in advocating on behalf of marginalized students where appropriate
- Escalates complex issues to the Director of Equity

### **Administrative Duties**

- Contributes to guidelines and processes for managing a visibility and outreach strategy for the Equity, Diversity, Inclusion and Anti-Racism Office under the direction of the Director of Education & Outreach
- Represents the Equity, Diversity, Inclusion and Anti-Racism Office on campus committees, where appropriate
- Manages the intake process for the Equity, Diversity, Inclusion and Anti-Racism Office, and prepares reports on institutional climate and needs.
- Coordinates and attends team meetings, and other meetings as requested or directed by the Director of Education & Outreach
- Participates on broader university committees, where appropriate

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Master's degree required or higher, or equivalent education and experience
- Education in a relevant discipline (e.g. Social Work, Community Psychology, Social Policy) will be considered an asset

#### **Experience**

- 5 years of experience and a track record of demonstrably improving equity at a large, decentralized, and complex university or institution
- Experience effecting organizational change, including policy, procedural, practical and behavioural change
- Proven ability to advance policies, programs, and practices with the framework of equity and anti-racism
- Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with historically excluded, marginalized and racialized groups
- Experience in developing and delivering equity and anti-racism related education, policies, and programming

#### **Knowledge/Skills/Abilities**

- Demonstrated strong understanding of equity, intersectionality, anti-racism, decolonization, inclusion, anti-oppression, the Ontario Human Rights Code, the Accessibility for Ontarians with

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Disabilities Act (as well as other relevant legislation), and the application of those terms, frameworks and legislations in an institutional context

- The professional confidence and communication skills to effectively engage community members on what can often be contentious or delicate issues
- Excellent organizational and project management skills
- Ability to work on confidential and sensitive matters with tact and discretion
- A high level of interpersonal skills and the capacity to listen effectively and sensitively to a broad range of diverse stakeholders, including students, faculty and staff members
- The ability to develop and execute training on equity- and anti-racism focused issues, including compliance matters
- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems, quantitative and qualitative research design and methodologies.

The Equity, Diversity, Inclusion and Anti-Racism Office is seeking to prioritize candidates with lived experiences, specifically those who identify as a member of the four designated groups: candidates who are racialized, Indigenous, women, persons with a disability; as well as members of the LGBTQ2+ communit(ies).

### Nature and Scope

- **Contacts:** Reports to the Director, Education & Outreach, supports other members of the Equity, Diversity, Inclusion and Anti-Racism Office on consultations and response work. Internally, this position will regularly be working with stakeholders such as the Registrar's Office, the Secretariat's Office, Student Success Office, Human Resources, Campus Wellness. Also, this position will be in contact with the Faculty (FAUW) and Staff (UWSA) Associations, the Waterloo Undergraduate Student Association (WUSA), and the Graduate Students Association (GSA). The Community and Engagement Manager may act as a delegate for the Director Education & Outreach on an as needed basis at internal and external meetings, events, conferences, and other initiatives as needed.
- **Level of Responsibility:** The position is responsible for supporting the Director, Education & Outreach with the deliverables related to the Education & Outreach portfolio and providing functional guidance to support units and faculties related to embedding equity and anti-racism initiatives in their departments. The Community and Engagement Manager, Equity, Diversity, Inclusion and Anti-Racism Office will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the University
- **Decision-Making Authority:** The Community and Engagement Manager is expected to be self-directed in executing their responsibilities, under the guidance of the Director, Education & Outreach. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. The Community and Engagement Manager will make recommendations to the Director, Education & Outreach regarding the execution of their responsibilities
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgment, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Flexibility in working hours, thoroughness, accuracy, attention
- **Working Environment:** Moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions including dealing with the political

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sensitivities of equity work. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.