Job Description

Job Title:	Anti-Racism Advisor and Practitioner
Department:	Office of Equity, Diversity, Inclusion and Anti-Racism (EDI-R)
Reports To:	Director of Anti-Racism & Anti-Oppression
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	February 2026

Primary Purpose

Reporting to the Director of Anti-Racism and Equity, the Anti-Racism Advisor and Practitioner is a member of the Anti-Racism and Anti-Oppression Unit responsible for planning, implementing and monitoring anti-racism initiatives. The Specialist provides campus members support and guidance on navigating University procedures. The Specialist manages initiatives in line with the institutional anti-racism plan; builds strong partnerships with students, staff and faculty; researches best practices to support the developing and implementing initiatives including learning and development to meet the needs of campus community members. The Specialist is responsible for the day-to-day activities with respect to program delivery in the Anti-Racism and Anti-Oppression Unit.

Key Accountabilities

Strategic Development of Anti-Racism Initiatives

- Manages projects, information and logistics of project deliverables
- Supports the Director of Anti-Racism and Equity with the planning, implementation, delivery and monitoring of anti-racism related initiatives
- Plans and implements assigned initiatives, prepares communications
- Organizes meetings, prepares minutes and documents progress and challenges
- Updates the Director of Anti-Racism and Anti-Oppression on initiatives and prepares reports to track progress
- Maintains detailed documentation according to program requirements
- Evaluates initiatives and prepares reports to track progress
- Prepares necessary resources and tools, based on relevant legislation and best practices, to support the successful implementation of anti-racism initiatives

Engagement and Outreach

- Consults, advises, and guides campus members on anti-racism and escalates sensitive issues to the Director of Anti-Racism and Anti-Oppression as needed
- Liaises with departments and groups in the university community on anti-racism related topics
- Builds relationships with student groups, staff and faculty, facilitates input on key anti-racism initiatives
- Sits on campus committees where appropriate

Anti-Racism Response and Support

- Supports the response to individual disclosures of racism related concerns from staff and faculty by providing support and referrals based on individual needs
- Utilizes anti-oppressive and trauma-informed approaches to support campus stakeholders who often present in distress

- Maintains an understanding of the legal and reporting requirements in order to provide accurate advice, support and resources
- Advocates on behalf of racialized campus members where appropriate
- Collaborates with internal support units and external organizations to meet needs of racialized members of the campus community
- Remains current with pertinent ethical requirements and research relevant to responding to intersectional racism related y concerns
- Engages in case management when required, particularly with cases presenting with more complex needs
- Provides secondary support to the Anti-Racism and Equity unit where needed

Research and Analysis

- Works with the Director to identify racism issues and conducts related research (e.g. literature reviews, needs assessments, data collection and analysis)
- Prepares research reports on anti-racism matters
- Prepares communication materials pertaining to strategic priorities
- Consults with students, staff and faculty to prepare educational resource materials

**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

- University degree or equivalent education and experience. Lived expertise and institutional/systemic knowledge of anti-racism and critical race theory required.

Experience

- Demonstrated experience successfully implementing anti-racism initiatives; project management experience; demonstrated understanding of human rights, intersectional anti-racism issues and anti-oppressive frameworks, and demonstrated ability to apply them to an institutional setting; ability to interpret and communicate human rights and anti-racism concepts; proven ability to align work priorities and realize strategic goals. Knowledge and expertise in Black feminist theory/thought.

Knowledge/Skills/Abilities

- Demonstrated knowledge the concepts of anti-racism, critical race theory, transformative justice, equity, human rights, de-colonization and anti-oppressive frameworks. Working knowledge of the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, the *Anti-Racism Act*, and other relevant legislation.
- Excellent interpersonal and communication skills, both written and oral for the preparation of reports and making presentations.
- Excellent facilitation skills to lead groups to productive outcomes.
- Excellent organizational and project management skills.
- Ability to work on confidential and sensitive matters with tact and discretion.
- Ability to manage challenging conversations with stakeholders.
- Ability to work well independently or in a team setting, with diverse individuals.

Nature and Scope

- **Contacts:** Reports to the Director of Anti-Racism and Anti-Oppression, works closely with other members of the Office of Equity, Diversity, Inclusion and Anti-Racism to collaborate on projects. Internally, this position will be regularly working with stakeholders such as the Registrar's Office, Secretariat's Office, Student Success Office, Human Resources, Campus Wellness, and others. Also this position will be in contact with the Faculty and Staff Associations, WUSA and the Graduate Student Association. This position works closely to support campus members in situations of high stress and or emotion. Externally, the Specialist may collaborate with community partners (e.g. training) and attend meetings with external partners. The Specialist may act as a delegate for the Director of Anti-Racism and Equity on an as needed basis at internal and external meetings, events, conferences and other initiatives as determined.
- **Level of Responsibility:** Manages project deliverables and day-to-day activities; provides functional guidance to departments. Responds to racialized campus members who may be in distress. Is responsible for escalating issues to the Director of Anti-Racism and Equity and is often the first point of contact on sensitive issues that may have legal or reputational risks for the institution. This position is responsible and accountable to the University of Waterloo community as outlined above.
- **Decision-Making Authority:** This position is expected to be self-directed in executing their responsibilities. The role has a mix of defined, specialized, routine and non-routine tasks and requires sound judgement, tact, and discretion in juggling and executing these responsibilities. This position will make recommendations to the Director of Anti-Racism and Equity regarding the execution of their responsibilities.
- **Physical and Sensory Demands**: Mostly sitting but also travel to different locations across campus. Ability to manage multiple and competing priorities in a changing environment with shifting priorities.
- **Working Environment:** Exposed to stress and pressure associated with front-facing support positions. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, emails and unplanned but urgent support requests, varying student volumes at different times of year).