



Internal/ External Employment Opportunity

Equity Diversity & Inclusion Coordinator

Why you should apply with us:

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada](#) (100-999 employees), the [2020 list of Best Workplaces Managed by Women](#) and [2021 List of Best Workplaces™ in Canada](#) (100-999 employees) by the Great Place to Work® Institute. We are one of Canada's largest settlement organizations with 45 years of experience engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

Join our team!

MOSAIC is seeking a highly motivated, energetic, and proven leader to be our internal Equity Diversity and Inclusion Coordinator.

POSITION: Part-Time EDI Coordinator

DEPARTMENT: Employment, Language, and Social Enterprise Services
Family and Settlement services
Organizational Services

ABOUT THE POSITION:

The EDI Coordinator will work with the EDI Manager to ensure that we continue to refine our internal Racial Equity Diversity and Inclusion [REDI+] processes across MOSAIC programs and clusters. The ideal candidate will have experience in leading organizational EDI initiatives.

KEY RESPONSIBILITIES:

- Work collaboratively with the manager to develop, implement and maintain systems, procedures, standards, and training
- Stay up to date with the current EDI methodologies
- Respond to staff needs and help to identify emerging program trends
- Manage and consolidate internal resources
- Enhance diversity and inclusion amongst team members
- Contribute to the development of a variety of fundraising-related documents including proposals for project renewals and new programs, budgets, and letters of interest

MINIMUM QUALIFICATIONS:

- University degree in a relevant field (i.e., Psychology, Sociology, Political Science, Adult Education, Inclusion Studies) Master's degree preferred
- Two or more years of experience leading EDI work and enhancing organizational culture



- Strong digital literacy skills including online learning and facilitation technologies, collaboration tools and learner management systems
- Highly organized, tactful, versatile, and flexible; sensitive to and understanding of the needs of staff; attitudes and values in keeping with the goals and philosophies of MOSAIC
- Excellent organizational, communication and teamwork skills. Leadership skills include empathy, strategic thinking and ability to inspire others
- Highly organized, tactful, flexible and enthusiastic. Excellent interpersonal skills.
- Ability to adapt to a changing environment
- Current and satisfactory Criminal Record Check required

HOURS: 21 hours/week until March 31st,2023 with a possibility of extension

STARTING PAY: 28.60 – 32.50 per hour

At MOSAIC a competitive benefits package is provided with contracts of at least one year in length and a minimum of 17.5 hours of work per week.

HOW TO APPLY: Apply via email. In the subject line of your email, please type:

“Your Name- EDI Coordinator”

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

Sandhya Ghai
5575 Boundary Road
Vancouver, BC V5R 2P9

Email both the cover letter and resume to: sghai@mosaicbc.org

DEADLINE: August 10th, 2022

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of the position.

Posting Date: July 18th, 2022

MOSAIC is committed to promoting equal employment opportunities for all members of the community

