



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Vacancy:** Regular Full-Time Diversity, Equity & Reconciliation Coordinator      **Posting Number:** 005208

**Department:** Office of the C.A.O.      **Branch:** Corporate Performance & Strategic Initiatives

**Location:** City Hall

**Posting Start Date:** 2025/06/23      **Posting End Date:** 2025/07/07 by 4:30p.m.

**Employment Group:** Exempt      **Salary Grade:** L-\$80,824 - \$95,085 per annum      **Standard Weekly Hours of Work:** 36.25      **Shift Work Required:** No

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### Job Description

Reporting to the Diversity, Equity & Inclusion Advisor, or designate, the Diversity, Equity and Reconciliation Coordinator is responsible for coordination of various initiatives, in the areas of Diversity, Equity and Inclusion (D.E.I.) and Reconciliation, that include event coordination and awareness building activities, community outreach, communications support, staff engagement, and volunteer engagement.

This position works closely with members of the Diversity, Equity and Reconciliation staff team, community groups, organizations, and community members to contribute to the delivery of D.E.I. and Reconciliation programs, services and initiatives that meets the needs of a growing and diverse community.

### Responsibilities:

- Coordinates various initiatives within the Diversity, Equity, and Reconciliation work plan
- Collaborates with community organizations to partner on and deliver events and programs

- Drafts social media content, media releases, and other corporate communications
- Creates and maintains web content (internal and external) for Diversity, Equity, and Inclusion, and Truth and Reconciliation, ensuring that all documents are accessible
- Responsible for administration, recordkeeping, note-taking, and day-to-day communications and correspondence with the Community Diversity, Equity, and Inclusion Committee (C.D.E.I.C.)
- Conducts D.E.I. and Reconciliation research and contributes to policies, procedures, and guidelines

### **Requirements:**

- Knowledge typically gained through the completion of a three (3) year college diploma in community development, diversity studies, social studies, public administration, marketing and communications or related field, plus two (2) years of experience in managing and coordinating projects in the public sector, social services, community health or development. An equivalent combination of experience and education may be considered
- Experience working in, or lived experience related to, diversity, equity and inclusion, social justice, community development, Indigenous reconciliation, anti-racism, poverty, and/or equity focused sectors
- Knowledge and understanding of various related legislation including the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act
- Good understanding of intersectionality and diversity, equity, inclusion, accessibility and anti-racism issues
- Good understanding of the Truth and Reconciliation Calls to Action and Indigenous issues
- Excellent communication, both oral and written, and customer service skills, to deal effectively with senior management, communication organizations and equity-deserving groups
- Experience with event coordination, delivery, monitoring and evaluation is required
- Experience drafting marketing and communications material, website content, social media and other promotional material
- Excellent computer skills and working knowledge of related software applications (e.g. Microsoft 365)
- Accessible documents training and knowledge is an asset
- Knowledge of research principles, demographic census data and other analytical platforms
- Project management certification is an asset
- Able to maintain a mature, professional and highly motivated positive attitude when dealing with change, time pressures, tight deadlines, and difficult work situations
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

- Other duties as assigned

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*