

## **National Senior Manager | Equity, Reconciliation and Anti-racism (ERA)**

**Title:** Senior Manager, Equity, Reconciliation and Anti-racism (ERA)

**Reports to:** Jessica Gordon, National Director of Equity, Indigenous Relations and Reconciliation

**Hiring Salary:** \$83,000 (salary range once in the role \$83k-105k)

**Position type:** Full-time / 3 year-contract (with possibility of becoming a permanent)

**Opening dates:** July 10

**Closing date:** August 8 at 11:59 PM

**Location:** Preferably in Toronto, but open to anywhere in Canada.

### **About Us:**

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people. For 150 years, we've been at the forefront of a movement: to fight gender-based violence, build affordable housing and advocate for workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives. Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all. YWCA Canada is part of a global movement, World YWCA, working towards gender equity in more than 120 countries and 20,000 local communities.

[www.ywacacanada.ca](http://www.ywacacanada.ca)

[https://twitter.com/YWCA\\_Canada](https://twitter.com/YWCA_Canada)

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**Position Overview:** Reporting to the National Director of Equity, Indigenous Relations and Reconciliation, the National Senior Manager of Equity, Anti-racism and Reconciliation (ERA) is an integral part of the YWCA Canada team, and will play a pivotal role in developing, implementing, and leading initiatives to foster an inclusive, antiracism, decolonial, and equitable workplace and movement. The work will be 30% National Office facing and 70% federation facing to support and collaborate with our Member Associations. This role has strong antiracism experience, particularly anti-Black racism action, and works in collaboration with senior leadership to promote inclusive and intersectional feminism. This role will foster awareness, understanding, and action on issues related to equity, including meaningful actions against anti-Black racism, anti-Asian racism, anti-Indigenous racism, islamophobia, antisemitism, ableism, and against general ethnicity, socioeconomic class and gender-based oppression and discrimination.

### **Key Responsibilities:**

- Develop and implement an organizational antiracism and equity strategy for the National Office and Member Associations aligned with the organization's mission, values, and objectives.
- Provide strategic guidance and direction to senior leadership and HR at the National office and MAs, and other stakeholders on equity and antiracism initiatives and priorities.
- Work closely with Member Associations to support their equity and antiracism initiatives and provide expertise and resources.
- Advocate for systemic changes within the organization and the broader community to promote equity and antiracism.
- Establish metrics and evaluation frameworks to assess the effectiveness of equity, antiracism initiatives.
- Collect and analyze data to identify areas for improvement and report on progress to role-holders and rights-holders.

#### **Policy Development and Implementation:**

- Review, update, and develop equity and antiracism policies, procedures, and practices to promote meaningful and sustained change throughout the Federation.
- Ensure compliance with relevant legislation, regulations, and best practices related to equity and anti-racism action.
- Collaborate with Senior Leadership to integrate equity and antiracism principles into all aspects of the organizational operations and culture.
- Work closely with HR to ensure all our policies are aligned with equity and antiracism principles.

#### **Research**

- Scan the sector to identify best practices in equity and antiracism and develop knowledge mobilization capacity building plans as part of continued learning for the National Office and the Federation.

#### **Training and Education:**

- Design, develop and deliver training programs, workshops, and educational resources to increase awareness and understanding of equity, antiracism and anti-oppression for the National Office team and Member Associations.
- Develop resources and tools to support the ongoing learning and development in these areas.
- Provide guidance and support to managers and supervisors on fostering inclusive leadership practices and addressing bias and discrimination in the workplace.
- Integrate equity, antiracism and anti-oppression training into the new employee onboarding program.

**Employee Engagement and Support:**

- Facilitate the existing caucuses and facilitate the creation of new ones to provide support, networking, and advocacy opportunities for underrepresented groups within the Federation.
- Act as a confidential resource for employees to report concerns related to discrimination, harassment, or inequity and provide guidance on resolution processes. This included developing policies and procedures for reporting.

**Community Engagement and Partnerships:**

- Establish and maintain partnerships with external organizations, community groups, and role/rights-holders to advance equity and antiracism initiatives.
- Represent the organization at community events, conferences, and forums related to equity and antiracism initiatives.
- Coordinate the team's (and Federation's) participation and presence in community led initiatives, such as marches and rallies, that align with the movement's values.

**Qualifications:**

- Certification or training in diversity, equity, and inclusion.
- Minimum of 5 years of experience in equity, diversity, inclusion and reconciliation, with a focus on anti-racism initiatives. At least 3 years at the management level.
- Strong knowledge of systematic racism, social justice, equity, diversity, inclusion and reconciliation principles, theories, and best practices.
- Proven track record developing and implementing successful anti-Black racism, anti-indigenous racism and anti-racism strategies, policies, and programs in a complex organizational environment. Implementing these on a Federated model is an asset.
- Experience creating and leading training sessions for employees and managers.
- Experience supporting managers and leadership with difficult situations.
- Strong research and analytical skills, with the ability to translate findings into actionable strategies.
- Excellent communication, facilitation, and interpersonal skills, with the ability to engage and influence stakeholders at all levels
- Demonstrated commitment to social justice, equity, and anti-racism advocacy
- Experience working in a nonprofit or social justice organization is preferred
- Bilingualism in English and French is an asset.

**Why work with us:**

- **Impactful Work:** Join a team that is passionate about creating positive change and making a difference in the lives of women, girls, two-spirit and gender diverse people, and communities across Canada.
- **Inclusive Culture:** We celebrate diversity and value inclusivity in our workplace. Your unique talents, perspectives, and experiences are embraced and respected here.
- **Opportunities for Growth:** YWCA Canada is committed to supporting the professional development and growth of our employees. We offer a professional development stipend, and opportunities for advancement within the organization.
- **Great Benefits:** Enjoy benefits that prioritize your well-being and work-life balance:
  - **Competitive and equitable salary:** We offer a competitive salary that reflects your skills, experience, and contributions.
  - **Health Benefits:** Enjoy full benefits for you and your dependents with a supplemental \$2,000/year healthcare spending account, access to telehealth through Maple, and an Employee Assistance Program.
  - **Paid Time Off (PTO):** We offer 4 weeks of vacation per year, which increase after 3 years of service (to a maximum of 8 weeks), and 18 Wellness and Emergency days per year.
  - **Holiday Closure and Summer Friday:** We offer Summer Fridays in July and August and a 1-week office closure between Christmas and New Year.
  - **Employer Matching Pension Plan:** We match up to 5% of pension contributions.
  - **Internet and Phone Stipend:** We provide an internet and phone stipend, to ensure you have the tools and resources you need to excel in your role, whether you're working remotely or in the office.
  - **Parental leave top-up:** We understand the importance of family and support our employees during significant life events. Our parental leave top-up program provides up to 90% top up for 15 weeks of maternity leave and up to 35 weeks of parental leave.
- **Flexibility:** We understand the importance of flexibility in today's fast-paced world. That's why we offer flexible work arrangements to accommodate your needs and preferences. Whether you prefer to work remotely or at the office or have some flexibility during your workday.

#### **Interview Process:**

- Submit resume on Humi, with a sample of some visual assets they would like to share.
- 30 minutes call with HR: this will be over call to discuss your background, YWCA Canada, the role and answer some of your initial questions.

- 60-minute interview with the National Director of Equity, Indigenous Relations and Reconciliation, CEO and Director of Member Services. Depending on where you are located, this might be in-person in our Toronto office, or over a video call.
- Technical Interview: We will ask you to complete an assignment, which should take a maximum of 2 hours. Candidates will be given an honorarium for their time and this work will not be used by the organization without the permission of the candidate.
- Reference Check: We want to learn more about your teamwork and collaboration, so we would like to contact a few individuals you have worked with in the past. Be ready to provide us with 2-3 professional (academic included) references, including 1 supervisor.
- Offer

At every step of the process, we will let candidates know if they will be moving forward or not. Candidates in the first step of the process should expect a response within 3 weeks. Candidates in the following steps, can expect a reply within 2 weeks.

The successful candidate will be committed to working from an anti-oppression, feminist perspective.

You don't have all the requirements, but think this is the right role for you and you are passionate about our mission? Then we want to hear from you! We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply.

### **Accommodations**

YWCA Canada is an equal opportunity employer committed to providing a workplace free from harassment and discrimination. We value diversity and inclusion and are committed to creating an inclusive and welcoming environment for all.

If you require accommodation at any stage of the application or interview process, or want more information on our accommodation policies, please contact HR at [careers@ywcacanada.ca](mailto:careers@ywcacanada.ca). We will work with you to meet your needs in a timely manner.