

Job posting, External

Job Title: Anti-Racism Specialist
Hours: 14 hours per week
Start / End Date: ASAP – March 31, 2023
Reports to: Manager, Special Projects
Posting Date: August 19, 2022
Reference Number: CLNU-2022-11
Deadline to apply: Sep 2, 2022 at 4 PM

CultureLink is a Not for Profit Charity settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. Passionate about providing innovative services, we adapt to changes and create new programs that best respond to and address our clients' specific needs.

Our team of more than 70 staff members, speaking more than 30 languages, is dedicated, knowledgeable, and multicultural. We serve around 10,000 participants on average each year.

Our services connect cultures to build welcoming communities. We assist newcomers looking for employment, help families navigate the school system, and provide youth with the skills necessary for bright and successful futures. We support refugees and bring together new and established Canadians.

Job Summary

The Anti-Racism Specialist will work within CultureLink's Anti-Racism Action Program (ARAP), reporting to the Manager, Special Projects, in order to engage racialized women over 40 years old who face barriers, challenges and receive limited support for social participation. This position will primarily develop anti-racism materials for racialized immigrant women and CultureLink personnel, support immigrant women in any social media efforts and pilot integrated training materials online and/or in-person with the ARAP team on a weekly basis.

The successful candidate will:

- Increase participants' ability to confront racism at both personal and systemic level
- Enhance staff's capacity to provide support to communities when confronting racism and discrimination
- Increase participation of racialized women in the arts
- Enhance historical representation of racialized women's voices in City of Toronto museums
- Development of Project Book with participants' narratives plus depiction of contributions of newest settlers in Canada
- Increase commitment from public institutions to address historical racism and provide proactive responses
- Increase acknowledgement and justice for racist behaviour against racialized immigrant women
- Increase public commitment to address racism and hold people and institutions accountable for racism (both personal and systemic) and racist attitudes
- Enhance community and social acknowledgement of the rich culture, knowledge and experience that racialized immigrant women bring to Canada.

Duties

- Develop anti-racism and anti-oppression training materials for racialized immigrant women, CultureLink staff and volunteer mentors.
- Ensure the training materials are integrated to reach the program outcomes.
- Adapt training materials for employee onboarding process.
- Update training materials and resources into the work of ARAP team with each cohort of participants.
- Pilot training materials to different groups either online or in-person. Manage a safe and respectful environment to explore and discuss racism and systemic barrier in employment, justice and social participation in Canadian society and community.
- Provide recommendations of strategies to support women in social media engagement.
- Provide support to racialized women and staff to address various forms of racism including online racist activities
- Establish a rapport and good communication with staff and participants. Reach out to other staff for participants when asked or needed.
- Other duties as required.

Required Work Capacities

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting (files, laptop, and program supplies up to 5 kg); working in an open office
- Non-physical demands: travel between worksites; institutions/community partners, monthly deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional situations; working closely with the public, clients and staff
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

Qualifications

- 5 + years of experience in an area relevant to the position
- Post-secondary program or graduate degree in a relevant field or a combination of equivalent experience and education
- Demonstrated experience developing anti-racism training materials
- Experience in adult education and facilitation of anti-racism and anti-oppression training
- Detailed knowledge of human rights, anti-racism and inclusion issues that arise in racialized communities
- Skilled in providing effective, confidential support when receiving human rights and racial discrimination questions or complaints
- Experience working with community-based organizations
- Demonstrated skills working with projects within tight timelines
- Excellent writing skills with a proven ability to deliver reports and workshop materials
- Satisfactory Vulnerable Sector Screening within the past six months
- Fluency in one or more languages other than English is an asset
- Legally entitled to work in Canada

- Enhanced vaccine certificate showing proof of full vaccination against COVID-19

To apply

Please submit your cover letter and resume to the Executive Assistant at jobs@culturelink.ca, quoting the reference number (CLNU-2022-11)

CultureLink works within an anti-oppression framework and is committed to equity. We value diversity and inclusion, and strongly encourage applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Upon request, CultureLink will provide accommodations for people with disabilities throughout the selection process.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.