



***Peel Children's Aid Society is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.***

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

## **Diversity, Equity & Inclusion Project Coordinator**

**(12 Month Secondment)**

The DEI Project Coordinator provides support for the Diversity, Equity & Inclusion and Community Engagement Branch within the organization. This role has responsibility to support various functions within the branch such as acquiring, entering and processing a variety of data from different initiatives by working with Strategic Data Intelligence department by maintaining data integrity and accuracy, preparing summaries and reports for publishing. It also requires administrative support to the branch for support to business operations using variety of methods and software.

### **PRINCIPLE RESPONSIBILITIES:**

1. With high accuracy, perform data management functions such as data collection, entry, attachment, maintenance, and integrity in CPIN and other applications.
2. Review and identify data for department initiatives and communicate with key stakeholders to determine and implement appropriate methods to ensure successful delivery of services/initiatives.
3. Liaise with Strategic Data Intelligence department to ensure that effective and up to date data informed initiatives are carried out successfully
4. Read and generate Cognos reports in preparation for ETL, SSRS and Dashboard reporting and others
5. Provide administrative support for agency initiatives, upon request
6. Assist in the development, coordination, and execution of all diversity, equity, and inclusion programs by liaising with and collaborating with the Executive Coordinator
7. Organize, manage schedules and coordinate internal and external meetings, and other related events. Create agendas, take minutes, and follow up on action items
8. Assists in the day-to-day work of the DEI Manager and Project Lead, which is often complex and multi-layered as well as of a sensitive and confidential in nature
9. Prepare information and reports using tables, charts, PowerPoint, and other software and data visualization tools.
10. Assist in providing timely, accurate and reliable data and information for various internal and external reporting requirements for internal and external partnership projects
11. Develop and maintain business documents and master lists related to service initiatives, community education referrals and partnership building process maps and reports.
12. Liaise and support with internal ERG's and committees for day to day business operations and reporting communication as needed
13. Support branches with Cultural Service Wraparounds, including referrals, educations, data collection and feedback
14. Supports the DEI Manager in monitoring department budgets and expenses, including invoices and reimbursements for staff
15. Manage and track all supplies and inventory for the department
16. Other duties as assigned.



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## **COMMUNITY EDUCATION AND ENGAGEMENT**

### **Assist the Community Engagement team to:**

- Reach out to the diverse communities to educate them about our work and our supportive roles
- Develop new presentations and enhance the current ones
- Deliver presentations with other team members when needed
- Respond to inquiries from the general public and for the Society re: The Society's programs and services
- Plan and organize community events, including but not limited to booking of host venues, catering, ordering supplies, setting up emails, and committee meetings

## **PROJECTS**

Using anti-oppressive, and culturally-centred wraparound principles, the duties and responsibilities will include but are not limited to the following:

1. Cultural Service Wraparounds
2. Youth Strategy Support and Survey
3. Care Kit Initiative
4. Committees (Youth groups/ and ERG)
5. Community Outreach Project Support
6. Other project initiatives

## **JOB SPECIFICATIONS/COMPETENCIES:**

1. Excellent technical knowledge and skills in the use of systems and software for data collection, analysis, and reporting (e.g., Excel, Word, PowerPoint, Reports and CPIN).
2. Excellent attention to detail and data entry skills emphasizing both accuracy and speed.
3. Excellent organizational skills, along with the ability to set priorities and schedule work accordingly in order to successfully accomplish tasks and meet deadlines.
4. Excellent customer service and communications skills.
5. Good process management skills, with the ability to make suggestions and implement improvements.
6. A team player, with the ability to function as a productive and contributing member of the Strategic Data Intelligence Department.
7. Ability to build and maintain positive relationships with internal and external clients and stakeholders.
8. Maintain confidentiality related to data and reports.
9. Knowledge of French and/or other languages are considered assets.
10. Demonstrated awareness of issues related to diversity, equity and inclusion.
11. Ability to work a flexible workday, i.e. evenings and weekends, etc.
12. Demonstrated project management skills
13. Ability to meet deadlines, prioritize assignments, juggle multiple tasks simultaneously and deal with highly confidential information



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**QUALIFICATIONS:**

**Education:** Undergraduate degree in a related field

**Experience:**

- 5 or more years of related experience in a Data Technician role
- Experience in Quality Assurance role
- Comprehensive knowledge of Diversity, Equity and Inclusion and Community Engagement work

OR

In exceptional circumstances, other educational qualifications together with progressive experience, that in the opinion of the Director, Diversity, Equity and Inclusion, constitutes adequate and suitable preparation for the position.

**HOURS OF WORK:**

- 9am-5pm, Monday to Friday
- Working hours may vary and applicants must be flexible to work outside of standard office hours

**SALARY RANGE:** Grade 11 Union (\$58,665 - \$72,300)

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

**Please submit your cover letter and resume by visiting the 'Working with Us' section on our website by January 27, 2023**

[www.peelcas.org](http://www.peelcas.org)

We thank all candidates for their interest however only those considered for an interview will be contacted.

*Peel Children's Aid is an equal opportunity employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.*

Please visit our website at [www.peelcas.org](http://www.peelcas.org)