



The Town of Newmarket, Human Resources
Requires an **Equity, Diversity & Inclusion Specialist**
24 Month Contract (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

Newmarket is the recipient of a Google etown award, has been voted the best Main Street in Canada, and the town has been recognized as one of the world's 21 most intelligent communities. Recently, Newmarket won Municipality of the Year by Festivals & Events Ontario and ranked 14th in "100 Happiest Cities in Canada."

Strong leadership, courage, creativity, and a culture of collaboration are part of the team's DNA and what sets them apart is their unwavering sense of community and dedication to building it. The 2022-2026 Council Priorities set the stage for an extraordinary future, continuing the Town's strong commitment to Equity, Diversity and Inclusion through engagement, education and action resulting in meaningful change: A Diverse, welcoming, and inclusive community.

We offer and value flexibility to support work/life integration and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward from the pandemic, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Who are we looking for?

Reporting to the Director, Human Resources, the Equity, Diversity & Inclusion Specialist will lead the implementation of the Town's Diversity, Equity and Inclusion Plan and Dismantling Anti-Black Racism (DABR) Implementation Plan to ensure our employee programs and practices, from recruitment and selection to performance reviews and promotions, are equitable and inclusive. The EDI Specialist will provide subject matter expertise and advice to all departments in the implementation of their EDI plans, including the DABR Implementation Plan.

How do I qualify?

- Post-secondary diploma in Human Resources, or a related program such as Human Rights, with a certificate in human resources or a combination of related progressive experience and education.
- Canadian Certified Inclusion Professional (CCIP) designation or Certificate in Diversity and Inclusion Leadership an asset.
- Significant experience in leading and developing diversity and inclusion strategies, initiatives, resources, tools and concepts.
- Demonstrated experience championing, leading and executing large-scale initiatives to drive organizational and transformative change.
- Demonstrated knowledge of adult education philosophies, training methods and programs.
- Extensive knowledge of EDI community considerations and a strong commitment to anti-racism, equity, diversity, and inclusion.
- Considerable experience in research, data collection and analysis, and report writing.
- Excellent interpersonal skills with the ability to advocate and influence change.
- Excellent communication and presentation skills with the ability to communicate with all levels of staff and stakeholders.
- Ability to deliver results on strategic objectives through effective planning, team management, problem solving and project management skills.

- Experience with Microsoft Office (Word, Excel, Power Point), Human Resources Information Systems (HRIS) and Learning Management Systems (LMS).
- Knowledge of applicable legislation such as the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and the Personal Information Protection and Electronic Documents Act (PIPEDA), Employment Standards Act (ESA).
- Familiarity with performance measurement and program evaluation would be an asset.
- Ability to work flexible hours that may include some evenings or weekends as required.
- Ontario Class “G” valid Driver’s license in good standing with access to a reliable vehicle to use on corporate business as required.

Salary: \$81,900 - \$91,000/annual salary.

Higher salary consideration for experienced candidates.

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **May 29, 2023**, quoting the file number **23-99**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.