



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

DIVERSITY, EQUITY, AND INCLUSION ASSISTANT TEMPORARY, FULL TIME (35 HOURS PER WEEK) – 4 MONTH CONTRACT

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Diversity, Equity and Inclusion (DEI) Assistant reports to the Manager of Community Development within the Community Services Department. The position will work as part of Community Development Division supporting the Township's DEI initiatives and providing support to staff, the DEI Advisory Committee, and Council.

Major Duties & Responsibilities:

Administration

- Provide administrative and technical expertise and support to the Manager of Community Development for all the DEI programs, projects, initiatives, marketing, and communication.
- Assist with event coordination activities and special events. (Canada Day, New Resident Reception, Culture Days, Volunteer Fair).
- Plan and coordinate speakers for upcoming DEI Advisory Committee meetings
- Responsible for working in accordance with the Occupational Health and Safety Act and Regulations, the Township of Centre Wellington's policies and procedures, as well as established industry guidelines.

Project Based Support

- Develop and implement an equity calendar, work with the Communications Team for delivery and promotion of the calendar.
- Support development of content for website and social media.
- Develop and implement a grant program for DEI community led events. This work will include a timeline, policy, scoring matrix, website landing page, communications package and more.
- Review existing Township policies and identify opportunities for modifications to align with DEI principles.
- Investigate opportunities for the Township to create an illumination program.
- Support other ad hoc DEI projects and initiatives, as required.

Other

- Attend and contribute to content for the Township's DEI Advisory Committee meetings.
- Attend other Council, staff, and committee meetings as required and relevant.
- Present outcomes of DEI projects, policy development or initiatives to staff, Advisory committees, and Council as required.
- Communication experience (media releases, email communication, etc.).
- Assistance to other departments (including Human Resources).
- Perform other duties as required

Minimum Qualifications and Requirements:

- Enrolled in a post-secondary diploma or degree in Sociology, Equity Studies, Social Justice, or similar.
- Excellent written, verbal, visual, and interpersonal skills.
- Strong organizational, time management, and problem-solving skills.
- Demonstrated initiative and accountability.
- Proficient in using the Microsoft Office Suite.
- Interest in Ontario and/or local government and public administration.
- Must possess a valid Class 'G' Driver's License and access to a reliable vehicle.

Location: Elora Tourism Information Centre (10 E Mill St, Elora, ON N0B 1S0)

Hours of Work: Monday to Friday, 35 hours per week

Hourly Wage: \$23.21 (2025 Rate)

To Apply: Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to careers@centrewellington.ca by **February 2, 2025**, at 11:59 p.m. Please quote job posting 2025-14 in the subject line.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.