



The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) DIVERSITY, EQUITY AND INCLUSION ADVISOR Permanent Full-Time	
JOB ID: C46-26	LOCATION: Hybrid - 30 Centre St, Orangeville, ON
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on August 1, 2025

Reporting to the Equity Manager, the Diversity, Equity, and Inclusion Advisor plays a critical role in advancing diversity, equity and inclusion initiatives throughout the corporation by supporting the development, implementation and monitoring of a comprehensive equity, diversity and anti-racism strategy that supports the County’s mission, vision and values. This position works closely with the Equity Manager to build and foster a workplace culture that is responsive to the needs of the people we serve by designing and implementing initiatives that create meaningful change through a culture of diversity and inclusion.

What we can offer YOU!

- A competitive hourly wage ranging between \$45.65 – \$53.40 (January 1, 2025 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you’ll do

- Facilitate anti-oppression, anti-racism and DEI professional development and training
- Provide advice and expertise on compliance obligations under the Human Rights Legislation, the Federal and Provincial Accessibility Standards and other legislation
- Provide advice and support to the County’s Equity Strategy Implementation Advisory Committee, Equity Events Working Group and Access Dufferin.
- Ensure that the diversity, equity and inclusion, anti-oppression and anti- racism frameworks are integrated in corporate decisions, policies and programs.
- Provide administrative and logistical support to all DEI divisional capacity building and learning events (both internal and external)
- Review current practices and policies, assessing and analyzing whether they support or hinder equity and accessibility goals
- Enhance the corporation’s culture by collaborating with management to ensure that the principles of diversity, equity, inclusion, anti-oppression, anti- racism and accessibility are integrated into management processes
- Work to enhance the County’s community engagement efforts with a focus on equitable access to municipal supports and services that align with the County’s Strategic Plan
- Foster strong and mutually beneficial relationships with people, organizations, other levels of government and government agencies working to address diversity, equity, and inclusion issues and drive change.
- Other duties as assigned

What you’ll bring

- Post-secondary degree in Equity Studies, Social Science, Human Resources or related field in a relevant area of study, or equivalent combination of education and related professional and community experience
- Three (3) years of related experience specializing in diversity, equity and in implementing organizational diversity and inclusion transformational strategies in a large organization

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- Experience handling sensitive, emotional, or political issues with tact and good judgement.
- Experience in policy, program and procedure development, training development & delivery, facilitating committees, and writing reports
- Knowledge and understanding of DEI principles and best practices
- Extensive knowledge of and experience applying DEI, Anti-Oppression/Anti-Racism (AOAR) and anti-colonial approaches or frameworks
- Thorough understanding of federal and provincial relevant legislation regarding diversity and inclusion, Employment Equity, Accessibility Standards, and the Human Rights Code.
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suite
- Experience in both non-union and unionized environments would be an asset
- Valid Class G driver's license and access to reliable transportation required
- Suitable work from home environment including reliable high speed internet

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by August 18, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

