

Equity, Diversity, Inclusion & Accessibility (EDIA) Employment Consultant

Department: Human Resource Services

Designated Work Location: 5th floor, 180 King St.; Remote with designated work location

Position Type: Permanent, Full-time

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday

Salary: \$89,123.965 - \$121,466.816 annually, OOS/Grade 4

Employee Group: Out of Scope

Posting No.: 126681

Closing Date: February 3, 2026

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse, skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be

underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self- declare.

For the purpose of this recruitment, Equity may be a factor in selection. Consideration will be given to Indigenous Peoples, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples.

In accordance with the applicable collective agreement(s), recruitment and promotion provisions will be considered prior to applying equity strategies. Where permitted, preference will be given to qualified applicants who self-identify as members of the equity group(s) listed above.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the general direction of the Talent Acquisition Services Coordinator, the Equity, Diversity, Inclusion, and Accessibility (EDIA) Employment Consultant is responsible for developing, implementing, and evaluating employment programs that advance the City of Winnipeg's EDIA goals and priorities. This role supports inclusive hiring practices, and inclusive workforce planning while promoting a respectful and diverse workplace culture across the organization.

The EDIA Employment Consultant collaborates with HR, departments, community stakeholders, and Rights holders to embed an equity lens into recruitment strategies, policy & program development, and workforce initiatives. The role also oversees program evaluation and reporting, using workforce data to measure outcomes and inform strategic decisions.

Acting as a subject matter expert, this position provides guidance, tools, and recommendations to ensure equitable access to opportunities and contributes to building a positive, inclusive organizational culture. This position reviews departmental equity metrics and meets with the HR Managers to provide recommendations for strategies to address equity gaps and share effective practices across departments.

As the Equity, Diversity, Inclusion and Accessibility (EDIA) Employment Consultant, your duties will include:

- Design and Coordinate Equity, Diversity, Inclusion, and Accessibility (EDIA) Programs
- Build and Manage Relationships with Stakeholders and Community Partners
- Evaluate Programs, Report on Outcomes and Ensure Strategic Alignment

Your education and qualifications include:

1. Bachelor's degree in human resources, diversity or cultural studies, social science, business administration or a related discipline. An equivalent combination of education, training and experience may be considered.
2. Minimum of four (4) years of experience in Diversity, Equity, Inclusion, and Accessibility (EDIA), preferably in a public sector or academic environment.
3. Experience in developing, implementing, and evaluating programs, including communication strategies and evaluation frameworks.
4. Experience conducting research and data analysis to identify issues, assess impacts, and develop strategic solutions that support organizational priorities.
5. Experience working directly with diverse populations and a strong commitment to advancing equity and inclusion.
6. Strong analytical skills with the ability to interpret complex data, identify trends, and develop actionable strategies to address human rights and equity issues.
7. Skilled in designing and delivering formal and informal presentations to internal and external stakeholders.
8. Strong project management skills, with experience managing multiple large-scale projects concurrently and delivering measurable results.
9. Exceptional verbal communication skills, with the ability to simplify complex information and prepare materials for a variety of audiences, including leadership.

10. Exceptional written communication skills, with the ability to simplify complex information and prepare materials for a variety of audiences, including leadership
11. Excellent organizational skills, with the ability to prioritize effectively in a fast-paced, dynamic environment with competing priorities and tight timelines.
12. Strong interpersonal skills, demonstrating political acumen, the ability to build and maintain positive working relationships, and inspire cultural change.
13. Knowledge of EDIA organizations, networks, and resources to promote best practices and support new equity-focused employment programming.
14. Ability to work independently, exercise sound judgment, and demonstrate initiative in decision-making.
15. Knowledge of relevant legislation, regulations, collective agreements, policies, and emerging practices in diversity, equity, and inclusion.
16. Bilingual proficiency in English and French is considered an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service <https://canalliance.org/en/> at application.

Conditions of employment:

- Must be legally entitled to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check (Vulnerable Sector) satisfactory to the employer will be required from the successful candidate, at their expense. To obtain Police Information Search information please visit: www.winnipeg.ca/police.
- The successful candidate will be required to have and maintain a valid Manitoba Class 5 Driver's License.
- The successful applicant will be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City's Transportation.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Position Reports To: Talent Acquisition Services Coordinator

Only candidates selected for interviews will be contacted.