



EQUITY, DIVERSITY, INCLUSION POLICY PROJECT MANAGER

Short Term Contract
January 2025

COULD THIS BE YOU?

The Equity, Diversity and Inclusion (EDI) committee of the [Kootenay Boundary Division of Family Practice](#) (KBDoFP) is seeking a project manager to provide policy expertise to enhance EDI practices throughout the organization. The project manager will review and where needed, craft policies and make recommendations for improving our internal policies, to ensure we understand and embrace our evolving Equity, Diversity and Inclusion practices. A review of existing policies as well as the potential for developing policies for areas that may need strengthening is grounded in our recent EDI audit report and in line with our [vision and mission statements](#). We have a [unique culture](#) and attract people who want to contribute to our [purpose driven mandate](#). *Interested? Please read on...*

BACKGROUND INFORMATION

The Kootenay Boundary Division of Family Practice is hub of local innovation in health care, and part of a province-wide initiative designed to strengthen primary health care in BC. The Division increases primary health care capacity and improves patient and population outcomes by developing and implementing programs and services that positively impact Family Practitioners and their patients.

Operating as a Community Service Cooperative whose membership consists of all of the Family Doctors and NPs in KB, we work closely with a wide range of system stakeholders, including Specialist Physicians, hospital-based Physician organizations, the Interior Health Authority, and many Community partners. It serves the communities of Castlegar, Christina Lake, Crawford Bay, Fruitvale, Grand Forks, Midway, Greenwood, Rock Creek, Nakusp, Nelson, New Denver, Kaslo, Rossland, Salmo and Trail, and the rural areas between.

The Details

Reviewing policies with an **Equity, Diversity, and Inclusion (EDI)** lens is a systematic process that ensures policies are equitable, inclusive, and just, promoting fairness and access for all

groups, particularly those that have been historically marginalized. The desired outcome for this contract is to assess whether KBDofP policies actively foster EDI principles or inadvertently reinforce disparities or exclusion. Existing policies have been prioritized for review and recommendations through a collaborative process involving the ED and the EDI Committee. There are fewer than 20 policies overall with six needing immediate attention for review and recommended edits.

WE ARE SEEKING AN INDIVIDUAL WITH DEMONSTRATED SKILL AND EXPERIENCE WHO:

- Understands EDI Frameworks and Terminology
- Provides evaluation of policies, paying particular attention to intent and language
- Aligns policy review with outcomes of recent EDI audit for KBDofP
- Identifies areas of potential structural and/or systemic bias creating inequity
- Assesses potential implications of implementation and accountability for policy
- Examines outcomes, measurement and feedback mechanisms for policy
- Works collaboratively with EDI Committee to provide progress updates and collaborate on content when required
- Presents updated policies to KBDofP Board providing context and building understanding of the intentions behind new or updated policies.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Lived experience as a person who self-identifies as racialized - preferred
- Broad EDI training background
- Experience with EDI work, including policy creation and implementation
- Has worked with diverse organizations
- Ability to socialize EDI principles and practices
- Experience with technical writing
- Knowledge and understanding of primary care settings, the health care system and the complexity of the environment would be an asset

WORK TERMS, HOURS & COMPENSATION

Budget and Timeline:

- Duration: Must be complete by March 31, 2025
- Compensation: \$60 - 65 per hour, to a maximum of \$5,000 total.
- This is a short contract position with the potential for continued engagement.

DIVERSITY, EQUITY & INCLUSION

We encourage individuals from diverse backgrounds, recognizing that inclusivity fosters innovation and systems change. We actively invite applications from underrepresented

communities and are committed to an ongoing journey of growth and education in our Diversity, Equity, and Inclusion endeavors.

SELECTION PROCESS

Selection of a Contractor will follow the process below:

Step	Activity	Deadline
1	Qualifications information accepted. (CV, Cover Letter, etc.)	Mon Feb 3rd, 2025
2	Shortlist determined, contacted via email.	Fri Feb 7th, 2025
3	Interviews, if required.	Week of Feb 10th
4	Candidate selection completed	Week of Feb 10
5	Position orientation/engagement	ASAP

For more information please contact careers@kbdivision.ca

Please submit qualifications by noon, **February 3, 2025** to careers@kbdivision.ca.

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

Notwithstanding the dates above, the position will remain posted until filled. Presence of this Position Description on our website indicates the position remains open.