

EQUITY, DIVERSITY, INCLUSION PROJECT MANAGER

Short Term Project
JUNE 2024 Job Posting

COULD THIS BE YOU?

The Equity, Diversity and Inclusion (EDI) committee of the [Kootenay Boundary Division of Family Practice](#) (KBDoFP) is seeking dedicated project manager to implement the recommendations from our recent EDI Audit report and to support efforts to learn, grow and develop practices, policies and structures to ensure that a lens of EDI is integrated across our organization. This work is in line with our [vision and mission statements](#).

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.

WHAT WE ARE NEEDING

The KBDoFP has been on a learning journey for [several](#) years and we are ready to work with someone who is knowledgeable, committed and ready to collaborate with our [amazing team](#). While you will be leading this work, it won't be in isolation. You will be supported by the Team lead, EDI Committee and the Executive Director. We want to work together as learning doesn't happen in isolation and we want this work to thrive. We've talked about this at both the board and team level and we are excited to have someone join us to give some concerted effort to our evolution.

AREAS OF FOCUS

We've broken down some of our EDI audit results in the following potential areas of focus:

Guide and Support Board and Board committees to broadly:

- Embrace visible representation in all recruitment efforts.
- Integrate a multiplicity of inclusive and compassionate perspectives.
- Foster a sense of belonging and safety in discussions across differences.
- Support an energized and diverse membership capable of engaging in complex conversations.

To specifically:

- Develop a process to create a database of diverse organizations from which applicants to the Board can be nominated for community Board members.
- Assist in developing an interview process for all positions that aligns with EDI principles.
- Provide recommendations to expand and weight our “Diversity Matrix” to ensure safe opportunities for diverse applicants for Board applications.
- Collaborate with the Nominations/Policy Committee to integrate EDI initiatives.
- Clarify and formalize membership, including Terms of Reference (ToR) and budget for the EDI committee.

Strategic Planning:

- Advise on and integrate EDI principles across all strategic pillars of the organization.

Operations, Internal Processes, Human Resources:

- Review, amend/suggest amendments, and update documents related to hiring, promotion, compensation, and the code of conduct.
- Support the integration of cultural humility and an EDI lens in annual performance reviews.
- Ensure interview questions and requirements are inclusive and accessible.
- Review our recently updated accountability processes and incident reporting mechanisms, including confidential third-party processes. Create restorative processes for reconciliation and ongoing learning.
- Advise on inclusive meeting practices and leadership approaches.
- Implement early alert systems and address issues related to classism and ableism to foster a healthy work culture.

Ongoing Education:

- Build an educational timeline and provide or source ongoing training and skill development in the following areas:
 - Anti-Racism Foundations
 - Indigenous History, Cultural Safety, and Humility
 - Gender & Sexual Orientation, Gendered Expectations
 - Race, Ethnicity, and Religion
 - Disability, Neurodivergence, and Accessibility
 - Power Intelligence

PREFERRED SKILLS AND ABILITIES

- Interpersonal skills
- Presentation skills
- Collaborating & co-creation skills
- Courage, able to challenge
- Perseverance ;-)
- Enthusiasm for this work;
- Can mobilize others
- GREAT communicator - being precise with words!
- Relationship builder

- Appreciates good food and excellent company at EDI Working Group dinners ;)
- Organized and playful

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Lived experience as a person who self-identifies as racialized - preferred
- Broad EDI training background
- 4 - 6 years experience with EDI work, including policy work
- Has worked with diverse organizations
- Change management skills
- 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

This is an evolving contract with a need for some flexibility as demands of the role fluctuate from week to week, and may occasionally include some evening and early morning engagements. However, these fluctuations will, to some extent, be within the control of the Contractor, allowing other work or responsibilities to be integrated with the position. Candidates may reside anywhere within Kootenay Boundary. There may be occasions when in person meetings are required and therefore reliable transportation and willingness to travel in all seasons and in the evening is necessary.

The EDI Project Manager will average 5-10 hours per week (over 48 weeks), under a twelve month period or the equivalent of 300 hours. Contract Rate will be commensurate with qualifications and experience, fee range is \$60 - 65/ hour.

Budget and Timeline:

- Duration: 6- 12 months (300 hours)
- Compensation: \$60 - 65 per hour
- Commitment: 5- 10 hours per week
 - We estimate someone chipping away at this over time, but the hours could also be bundled for bursts of work.
- This is a 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.)	July 7, 2024

Step	Activity	Deadline
2	Shortlist determined, contacted via email, and provided with further documentation and an assignment.	Week of July 8
3	Interviews/A discovery conversations Interview questions are sent out 24 hours in advance to candidates. We also welcome your questions in advance.	Week of July 15
4	Upon completion of interview, some candidates may be asked to provide a 1-2 page overview of their approach to the work, and contact information for three references. We offer gift cards for the work performed at this stage of the interview process.	Week of July 22
5	Coffee 'dates', if required	Week of July 22
6	Candidate selection completed	July 26
7	Position orientation/engagement	Aug (slow start/ orientation)/ Sept
	Unsuccessful members of the shortlist may be sent a gift certificate to a KB restaurant or bookstore of their choice, as a token of our appreciation for participation in this process.	

For more information, please contact Jen Ellis, ED, at jellis@kbdivision.ca

Please submit qualifications by noon, **July 7th, 2024** 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.