

Coordinator, Equity, Diversity and Inclusion – Job Ad

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

A just, respectful, inclusive and equitable learning and work environment that is free from all forms of discrimination is foundational to meeting the goals of the Allard School of Law's Strategic Plan.

The Coordinator, Equity, Diversity, and Inclusion (EDI) will report to the Senior Manager of EDI and collaborate closely with the Associate Dean, EDI, the Dean's Office, and senior management at the Allard School of Law. Together, they will spearhead efforts to foster a culture of respect, inclusivity, anti-racism, and decolonization through various educational and capacity-building endeavours throughout Allard. Responsibilities include aiding in the development and execution of EDI projects, initiatives, and strategies aimed at integrating an intersectional, anti-oppressive, anti-racist, and decolonial framework across academic and administrative units. The Coordinator will also contribute to the implementation of university-wide equity initiatives, such as the Indigenous Strategic Plan and the Anti-Racism and Inclusive Excellence Taskforce, and others.

Organizational Status

The Coordinator, EDI reports to the Senior Manager, EDI.

Work Performed

- Coordinates consultation efforts and implements strategies, programs, and initiatives to support and further Equity, Diversity, and Inclusivity (EDI) initiatives at the Allard School of Law with the input and guidance of the Associate Dean, EDI.
- Works under the direction of the Senior Manager of EDI to strategize, plan, and implement relevant programming for prospective and current students.
- Coordinate the development and maintenance of EDI communications, including creating and disseminating the EDI Newsletter by soliciting content from students, faculty, staff, and others.
- Collaborates with UBC's and Allard's communications teams to promote EDI initiatives.
- Researches and implements information technology solutions for EDI-related initiatives, including creating and distributing Qualtrics surveys.
- Manage the development of data-based visual representations of equity-deserving groups in British Columbia and Canada.
- Organizes EDI events at Allard Law in collaboration with students, faculty, and staff, including comprehensive management of scheduling, communication, catering, and all other logistics.
- Coordinates the process for disseminating Allard's EDI initiatives through audio-visual presentations, print media, and social media outreach.
- Networks with Affiliate Groups, co-hosts events with other Allard units and research centers, and supports new and emerging EDI programming and project initiatives.
- Communicates EDI initiatives by liaising with other staff to ensure effective use of various communication tools, including posters, social media, website presence, and branding.

- Attends workshops, information meetings, and other events to learn about funding and programming opportunities for EDI.
- Manage the implementation, coordination, administration, and financial and donor reporting of EDI initiatives.
- Ensures all finance and administrative tasks are completed in alignment with Allard guidelines, including documentation of financial approvals and appropriate tracking and management of EDI budgets.
- Provides back-up coverage to the Senior Manager of EDI and performs other tasks to support the Allard community and EDI operations.
- Collaboratively supports the development of project and grant proposals and coordinates consultation efforts and data collection.
- Develops and creates proactive and timely surveys for student engagement purposes and uses UBC technologies such as Canvas and Qualtrics for communication and reporting.
- Works with the Associate Dean, EDI, the Senior Manager of EDI, and Alumni Relations Manager to develop and implement an EDI-focused Alumni Engagement Plan.
- Analyzes incoming data from community engagements and effectively communicates data through written and graphic formats as needed.
- Prepare draft EDI documentation, including brochures, reports, policies and procedures, web content, articles, action and project plans, and proposals.
- Organizes and participates in meetings, information sessions, conferences, and other events tied to community engagement for Allard's EDI agenda, both on and off campus. This includes forming and leading committees, managing communications, facilitation, and logistical aspects of events.

Consequence of Error/Judgement

The incumbent acts collaboratively and within broad guidelines. The incumbent must exercise his position is responsible for assisting the Senior Manager, EDI, and EDI team in achieving the objectives of the program. Incorrect decisions/judgment can adversely affect the ability of the Faculty to achieve those objectives, as well as the reputational and other interests of the EDI team and the Faculty of Law and the University.

Supervision Received

Works under the direction and supervision of the Senior Manager of EDI.

Supervision Given

None.

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

-A good knowledge of Equity issues, legal communities, and the University

- Work experience with Equity based initiatives is preferred.
- Ability to communicate effectively verbally and in writing.
- Ability to deal with a diversity of people in a calm, courteous, and effective manner.
- Ability to maintain confidentiality and exercise tact and discretion.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to identify and analyze key information and issues, and effectively resolve problems.
- Ability to be thorough, accurate, and have a high level of attention to detail.
- Demonstrated proficiency using MS Office suite specifically, MS Word and MS Excel.
- Law degree L.L.B./J.D. or degree or education in paralegal/legal studies and/or post-secondary institutions is an asset.

This position may require work outside of regular work hours, but will normally be limited to 8:30 to 4:30 Monday to Friday.