



# Employment Opportunity

Punjabi Community Health Services

<p><b>Job Title:</b> Coordinator- Diversity, Equity and Inclusion (DEI)</p>	<p><b>Date Posted:</b> December 3, 2024</p>	<p><b>Report to:</b> Program Impact Analyst</p>
<p><b>Job Posting#C-DEI-30/2024-25</b> (internal and external)</p>	<p><b>Date Closed:</b> Open till filled</p>	<p><b>Position Type:</b> Full-Time position based on funding availability.</p>

**About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community-based, not-for-profit charitable organization. For 34 years, PCHS has been fulfilling the needs of diverse populations by providing services in addictions, mental health, geriatrics, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as its Integrated Holistic Service Delivery Model. PCHS is accredited. PCHS is a 2SLGBTQ-sensitive organization.

**Why Work at PCHS:**

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service (pro-rated)
- 7 days of paid Personal Time on a pro-rated basis
- Comprehensive Benefits package (including coverage towards fitness memberships and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model (conditional on the nature of services and funding agreements)

**About Position:**

Punjabi Community Health Services (PCHS) seeks a dedicated Diversity, Equity, and Inclusion (DEI) Coordinator to lead and advance initiatives promoting a diverse, inclusive, and equitable workplace and community. This role is integral to embedding DEI principles into PCHS's operations and services. The DEI Coordinator will be able to create a meaningful impact by fostering an environment that embraces diversity and promotes equity and inclusion at every level. The DEI Coordinator will develop and implement tools to measure and report outcomes aligned with PCHS's DEI priorities; collaborate with Management Teams to design, execute, and monitor DEI-related programs; promote and implement initiatives that address systemic barriers, foster an inclusive culture, and create equitable opportunities; serve as a subject matter expert, providing guidance to advance DEI principles within the organization, and ensure DEI programs and activities align with PCHS's vision, mission, and values.

# Employment Opportunity

## **Qualifications, Experience and Skills:**

- Bachelor's degree or College Diploma in Sociology, Education, Social Service or related field, along with certification in DEI preferred.
- Minimum 2 years experience in implementing Anti-Racism, Anti-Oppression (ARAO) and DEI tools & practices in the community.
- Demonstrated ability to apply a strong anti-oppression and equity lens in organizational environments and to navigate complex discussions on discrimination and inequities.
- Understanding and knowledge of the diverse communities, focusing on the South Asian Community.
- Deep awareness of systemic issues such as racism, poverty, and marginalization.
- Excellent assessment, organizational and prioritization skills with the ability to work well in stressful situations.
- The ability to work with stakeholders of diverse cultural and social backgrounds is necessary
- Ability to work collaboratively and in partnership with a multidisciplinary team and other agencies in the community.
- Consistent commitment to professional development and capacity-building.
- Demonstrated ability to use computer programs for data entry for assessments.
- Proficiency in Hindi/Punjabi language is an asset.
- Strong interpersonal skills, with the ability to work independently and within teams.
- Ability to communicate effectively (written and verbal), including presentation skills.
- Excellent working skills in MS Word, Excel, PowerPoint, internet and email.
- Familiarity with Cloud technology and SharePoint will be an asset.

## **Requirements:**

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle, and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged.

## **Key Responsibilities:**

- Stay current on IDEA (Inclusion, Diversity, Equity and Accessibility) philosophies, trends and best practices.
- Conduct DEI-related programs and sessions within the organization.
- Contribute to developing and implementing PCHS's IDEA Framework, ensuring alignment with the organization's strategic plan.
- Design, develop, promote, deliver and evaluate DEI education and ensure staff training is responsive to the needs of our culturally diverse community.

# Employment Opportunity

- Provide informed guidance to the leadership and management to enhance DEI efforts across the organization.
- Develop and monitor DEI metrics and identify risk and mitigation strategies.
- Build external relationships with key organizations and participate in external diversity conferences as appropriate.
- Actively participate in team meetings, planning sessions, and agency-wide initiatives.
- Collaborate with the ARAO committee to plan activities aligning with IDEA and ARAO frameworks.
- Integrate PCHS's vision, mission, values and mandate.
- Ensure thorough and timely documentation, including record-keeping and outcome measurements, to support DEI initiatives.
- Serve as a resource, advocate, and support system for DEI programs within PCHS.
- Engage effectively with internal and external stakeholders to ensure seamless implementation of DEI initiatives.
- Fulfill additional responsibilities as assigned.

**Hours:** Full-time, 37.5 hours per week  
(Some evenings, weekends, and shift work may be required)

**Position to commence:** January 2025

**Annual Salary Range:** \$60,000.00 to \$65,000.00

**Please submit your resume to the Hiring Committee at [hr@pchs4u.com](mailto:hr@pchs4u.com)**

Please add **Job Posting#C-DEI-30/2024-25** the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

*PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, and persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [hr@pchs4u.com](mailto:hr@pchs4u.com)*