



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

Job Title:	Project Manager, Equity, Diversity, Inclusion, and Belonging (EDIB)
Department:	Corporate Services
Functional Area:	Human Resources
Job Reports to: (title)	Director, Equity, Diversity, Inclusion, and Belonging (EDIB)

PURPOSE OF ASSIGNMENT

Working in Prescott-Russell, Ottawa, Lanark County and Renfrew County, United Way East Ontario (UWEO) works with a network of smart, passionate, and engaged stakeholders to get to the root of local issues and support long-term solutions.

As Project Manager, Equity, Diversity, Inclusion, and Belonging (EDIB) you will work closely with the Director EDIB to implement United Way's EDIB framework which will impact how we work and serve our communities both internally and externally.

This assignment will leverage a hybrid working model with some work being done remotely, and some requirements for onsite/in-office support.

You will help prioritize, manage, and track the activities supporting our EDIB framework based on commitments outlined in the UWEO Corporate Plan. In addition, you will also support some of the ongoing activities of our internal EDIB Committee, and other teams in the organization who focus on EDIB in their day-to-day work.

This is an excellent opportunity for any professional who would like to work in a team environment, expand their project management and communication skills, and is passionate about creating more inclusive workplaces and practices that will have a positive impact across our communities.

You will also have a chance to build your network and capacity in the EDIB space by engaging with our various employment and community initiatives including [EARN \(Employment Accessibility Resource Network\)](#); [HIO \(Hire Immigrants Ottawa\)](#), the [Indigenous Employment Leadership Advisory Table](#), and [United for All](#) as examples.



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RESPONSIBILITIES

- Establish and manage project plan(s) in support of the activities informed by the EDIB Framework using UWEO's project management software (including timelines, deliverables, and budgets where needed).
- Identify, share, and complete learning opportunities which can support our organizational EDIB goals. This could include training, participating in working group meetings, and reviewing reports, to identify leading practices, opportunities, and emerging trends and build your subject matter expertise.
- Provide subject matter expertise, guidance, and advice to the Director EDIB and other stakeholders based on your experiences and/or learnings; this could also include completing timely research to provide guidance on specific questions.
- Host weekly or bi-weekly meetings with the Director EDIB and other stakeholders, as needed, to update the project plan, inform of any risks to the plans, and adjust timelines/targets as necessary.
- Coordinate with internal teams and departments as required by ongoing project plan deliverables.
- Support the tracking and sharing of data (i.e., EDIB surveys, participation at events, number of events, staff learning & development opportunities and completion).
- Provide administrative support for committee meetings and special events as assigned.
- Attend United Way and initiative specific special events and other functions as required.
- Share and promote best practices.
- Other duties may be assigned.

TIME COMMITMENT

This assignment is a full-time one-year opportunity starting in May 2023. This includes professional training. The candidate must be available for the full duration.



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QUALIFICATIONS

- Experience managing projects, and/or project management certifications, and/or change management certifications
- Ability to organize and manage a diverse range of assignments and projects with high efficiency yet thorough attention to detail and follow through
- Experience or expertise in equity, diversity, inclusion, and belonging is an asset. This could include your own lived experience, work experience, and/or certifications as examples.
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement, and instill a sense of excitement/pride in others.
- Strong organizational and time-management skills to balance multiple priorities and share and promote best practices.
- Excellent teamwork skills for working with a variety of individuals, (including senior managers) from diverse backgrounds and ideologies.
- Experience writing and communicating with a broad set of stakeholders.
- Ability to communicate United Way East Ontario's mandate, mission, and corporate vision to current and potential stakeholders
- Experience using Smartsheet is an asset

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Project Management; Change Management; Stakeholder Engagement; Communication; Interpersonal Skills; Self-Management; Analytical Skills; and Organizational Skills
- Build your personal network and capacity in the EDIB space by engaging with our various employment and community initiatives including [EARN \(Employment Accessibility Resource Network\)](#); [HIO \(Hire Immigrants Ottawa\)](#), the [Indigenous Employment Leadership Advisory Table](#), and [United for All](#) as examples.
- Increase knowledge of United Way East Ontario and the social services sector
- Contribute to making our communities stronger, healthier, and safer for all
- Network with United Way staff and volunteers



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HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to csantamaria@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.