



Diversity, Equity, and Inclusion (DEI) Advisor

The Opportunity

The Anglican Diocese of Toronto has a current vacancy for an experienced DEI Advisor who will be responsible for leading the Diocesan commitment to diversity, equity, inclusion and reconciliation. The DEI Advisor reports to the Diocesan Diversity Officer (who is a Suffragan Bishop) and will work closely with the Director of Human Resources. They will serve as advisor and resource person to the College of Bishops, Diocesan Leadership and for the Diocese. This is a full-time, 5-year contract role and is ideal for someone with 5+ years of experience with advancing diversity, equity, and inclusion in a complex organization, preferably in a non-profit setting.

The DEI Advisor will provide subject matter expertise, guidance, and advice to all departments and across the Diocese to ensure that DEI is woven throughout our work and ministry. This will be done through:

- Collaboration and advice
- Program and policy support
- Data collection and reporting
- Building community and supporting stakeholders, pods, and facilitators
- Training, education and engagement

The primary focus areas are supporting the work of the Anti-Bias, Anti-Racism (ABAR) and other DEI training; and supporting individuals and parishes to grow, build community, educate and engage.

Major Responsibilities:

- Work closely with leadership to develop, implement and evaluate the DEI strategy for the Diocese.
- Provide analysis of related legislation and regulations and makes recommendations to leadership on Diocesan policy and practice.
- Help to build the capacity of the senior staff in DEI through coaching and training.
- Ensure DEI programs include all forms of exclusion and bias, using an intersectional approach.
- Collaborate with senior staff to monitor/review existing programs and where needed create and implement new programs designed to ensure fair and equitable treatment throughout the Diocese.
- Ensure that clear policies, processes and procedures for employees, volunteers and parish members around reporting and addressing race-based harm and inequity are created, reviewed and/or revised as needed.
- Identify barriers and develop recommendations to ensure recruitment policies, practices and systems are equitable and enable the retention, development, and advancement of under-represented and marginalized groups.
- Support working groups commissioned to create a framework for addressing bias and inequity which can be referred to and used across the Diocese.
- Develop a project plan, in consultation with the pods and stakeholders, for the various DEI demands and requests.
- Oversee the collecting, disaggregating, and reporting of race-based data that identifies the race inequities and outcomes gap in the Diocese both organizationally and communally.
- Collect and analyze data related to DEI initiatives, track metrics, maintain accurate records and generate regular reports on DEI progress, and areas for improvement.

- Support the stakeholders, working groups, pods, facilitators, and committees who are engaged in DEI work by developing an appropriate toolbox. This includes sharing communication, inviting others to engage with the DEI work, ensuring pod members are consulted for Diocesan initiatives, ensuring pods and facilitators are resourced and supported, and recruiting new members for the pods and facilitation.
- Ensure that a parish-level learning engagement strategy in the Foundations of Anti-Bias and Anti-Racism workshop is developed and executed.
- Ensure an ongoing learning plan for clergy, Diocesan staff, and other Diocesan leadership is developed and implemented and that there are regular workshops in Anti-Bias and Anti-Racism.

Values, Skills and Experience for this position

Our values are Faith, Compassion, Collaboration, Accountability, and Boldness. Candidates need to demonstrate their ability to infuse these values in their work.

- Post-secondary education in Diversity Studies, Human Rights, Social Justice, Human Resources, or a related discipline.
- Demonstrated experience in project management and change management. Ability to build and lead project teams to successful completion of project goals.
- Demonstrated progressive experience developing, implementing, and evaluating strategies and initiatives that address disproportionality and disparity.
- Experience working with diverse and systemically marginalized communities and collaborating on program development and/or projects.
- Demonstrated strong understanding of equity, accessibility, intersectionality, anti-racism, decolonization, anti-oppression, truth and reconciliation, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, and their application in an organizational context.
- Strong critical thinking acumen. Analytical skills for complex problem solving.
- Ability to present data, reports and presentations to senior management, and other stakeholders.
- Ability to facilitate.
- Excellent collaborative and interpersonal skills as well as the ability to think strategically.
- Demonstrates a high level of accountability; innovation and commitment to best practices; adaptability and flexibility.
- Excellent communication skills both verbal and written.
- Excellent organizational skills, attention to detail, and the ability to take initiative and work independently.
- Ability to prioritize and pivot with a strong ability to manage many and varied tasks and ability to prioritize complex tasks with critical deadlines.
- Ability to manage conflicts. Non-violent crisis intervention training is an asset.
- Knowledge of or a willingness to become familiar with the structure, functions and values of the Anglican Church of Canada.
- Proficiency with Microsoft Office tools.

Staff Benefits

- The opportunity to work with both a small staff team (35 in the head office), work closely with the senior leaders of the parishes, and with many dedicated volunteers who are passionate about the work of the organization.
- 5 weeks annual vacation; summer hours; and additional paid holidays.
- Full-time is a 35-hour work week; Hybrid Work arrangements.
- Paid sick days.
- Access to an Employee Assistance Program.

- Opportunity to participate in:
 - Excellent pension benefits: multi-employer, defined benefit plan (5% contribution from employee and 12.5% contribution from the employer).
 - Continuing Education Plan
 - Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.
 - Short term disability: eligible after 3 months of employment for 100% salary continuation for up to 119 days. Long term disability after 119 days.
 - Pregnancy and Parental Leave top-up program.

About the Anglican Diocese of Toronto

The Diocesan strategic plan “Cast the Net” has five key elements and 20 calls to action. The work of the DEI Advisor is integral to many of the Calls to Action outlined in the Cast the Net. For more information on the Calls to Action please visit our [website](#).

The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. With 200 congregations and ministries, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

The land on which we gather is the traditional territory of the Huron-Wendat, Haudenosaunee, Anishinabek, Odawa, Mississaugas of the New Credit, Mississaugas of Scugog, Hiawatha, Curve Lake and Alderville First Nations, and the Métis Nation. It was the subject of many treaties and covenants. Today, Toronto is home to Indigenous people from across Turtle Island. We are grateful for the opportunity to gather on this territory and work in this community.

The Diocese is episcopally led by the Bishop of Toronto and two Suffragan Bishops. The Diocese is synodically governed with the Synod being made up of 750 clergy and lay members. For more information on the Diocese of Toronto, please refer to www.toronto.anglican.ca.

Application

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome applications from all qualified persons. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese.

The salary range for this position is \$77,670-\$97,089 depending on background and experience. To apply for this position, forward your application to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide Street E, Toronto, ON M5C 1L8
Email: hr@toronto.anglican.ca

Please indicate “DEI Advisor” in your application. We thank all applicants, however, only those selected for an interview will be contacted.