

Diversity, Equity, Inclusion (DEI) Practitioner: Part-Time

SNAPSHOT

- Up to 25 hours/week
- \$30 - \$40 / hour based on experience
- Estimated start date of January 3, 2023
- The application deadline is 11:59 PM on December 9, 2022

The Alberta Community & Co-operative Association (ACCA) is a member-owned co-operative representing the collective interests of co-operatives and credit unions in Alberta. ACCA works closely with the BC Co-operative Association (BCCA), and this DEI Practitioner role involves significant collaboration with the parallel position in BCCA. Through our work, we advance the vision of a strong and resilient co-operative economy. We do this by:

- Strengthening existing co-operatives and credit unions through the sharing and development of resources and best practices;
- Promoting co-ops and enhancing awareness and appreciation for the model amongst elected government officials, government staff, academics, youth and entrepreneurs;
- Growing more co-ops by supporting the innovation of new models and providing tools and referral services for co-op start-ups;
- Connecting the system by bringing co-ops together to share insights and co-operative practices and creating mutually beneficial collaborations with like-minded organizations.

As a Delivery Partner of the 50:30 Challenge with the Women's Economic Council, ACCA is committed to contributing to systemic change in equity, diversity, decolonization, and inclusion in the co-op sector. ACCA is proud to be an equal-opportunity workplace. We commit to identifying, preventing, and eliminating discrimination and harassment in all its forms with respect to race, colour, ancestry, place of origin, visible or invisible disability, sex, gender identity or expression, sexual orientation, age, religion, political belief, marital status or family status of that person or that group or class of persons. We are further committed to compliance with all fair employment practices relating to citizenship and immigration status. In recruiting for our team, we are keen to know more about the collective sum of your experiences, knowledge, innovation, self-expression, and talent that you invest in your work. We encourage members of designated groups and Indigenous peoples to self-identify and apply.

POSITION DESCRIPTION

ACCA is looking for a grounded person with strong critical analysis to join our team as a DEI Practitioner. Your overall mission is to curate and co-design materials that will support co-ops and credit unions in reaching 50% gender parity for women and gender-diverse people and increasing meaningful representation of equity-deserving groups, including Indigenous women, Black women and women of colour; women with visible/invisible disabilities; and LGBTQ2S+ women. *There are three core facets to your work:*

- Co-designing materials is where a lot of energy will be directed initially. This will be done in partnership with the Women's Economic Council and their 50:30 Challenge Delivery and Equity Partners. Materials being designed to include a national baseline survey, sessions to identify barriers and best practices, case studies, a training program, and a mentoring program. This will involve Advisory Council meetings, research, information synthesis, and knowledge mobilization.
- Promotion means raising awareness of and increasing engagement with the What Works Toolkit, the national baseline survey, and the training and mentorship programs. This work will involve verbal and written communications, networking, and facilitating sessions.
- Implementation and evaluation include piloting and assessing programs, survey analysis, and supporting the use of the What Works Toolkit. This entails developing processes that support Challenge Participants in moving from thoughts and ideas to practice. Strong facilitation skills are needed, and experience with program assessment is recommended.

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POSITION DESCRIPTION continued...

You will have the opportunity to interact and collaborate with many ACCA/BCCA staff in this position, as well as various partner organizations and external stakeholders. Primarily, you will work with the person in BCCA's parallel role, who will help guide you in the early stages of transitioning into this role. This role reports to Paul Cabaj, Executive Director.

REQUIREMENTS

- Strong organizational and communications skills
- Presentation and facilitation skills, particularly related to DEI
- Emotional intelligence and an embodied practice for navigating group dynamics
- Curious, a critical thinker, and a lifelong learner with areas of focus including organizational culture and design, transition management, and anti-racism/anti-oppression practices
- Ability to work effectively in teams involving staff, ACCA members, community agencies, volunteers, and various other kinds of stakeholders
- Flexible and adaptable
- Strong capacity for autonomous, remote work
- Strong competency with Zoom, Microsoft Suite, especially Word and PowerPoint

NICE-TO-HAVE'S

- Familiarity with various theoretical and practical aspects of the co-operative model or willingness to learn
- Experience working in a cooperative or working with cooperatives
- Project management experience
- Graphic design or media skills
- Tech savvy, especially working with collaboration and project management technology.

POSITION DETAILS

The DEI Practitioner role is a part-time contract position of up to 25 hours/week for an initial period of 12 months, with the potential to extend it by another 10 months, depending on funding. There are monthly, 90-minute Town Hall staff meetings where attendance is expected. You may determine your work hours on a flexible schedule, so long as you endeavour to mostly overlap with other staff for easy collaboration. This position may require some evening and weekend flexibility to meet program needs. You will mostly work remotely, though you are welcome to work from the ACCA office in Edmonton if convenient. This position may involve some travel, for example, to deliver in-person workshops and attend meetings. Any major travel expenses will be covered by ACCA. This role functions within a strong value-based co-operative culture, requiring a high level of team collaboration, yet also requires significant autonomy.

- Rate: \$30 - \$40/hr based on experience

To Apply:

**** Please note that your application, comprised of your resume and cover letter, will only be accepted through our online platform at <https://bcca.coop/opportunities/>.**

- Please submit your application by December 9th at 11:59 pm.

Shortlisted candidates will be invited to a 45-minute Zoom interview/conversation with the person in BCCA's parallel role, Michelle Tsutsumi, during the week of December 12 to 16, 2022. Following this interview, up to three candidates will be asked to a 45-minute follow-up Zoom interview with the Executive Director, Paul Cabaj, hopefully, that same week and possibly into December 19 to 21.

We're aiming to make a decision by December 23, 2022, with an estimated start date of January 3, 2023.