



JOB OPPORTUNITY: Manager – Inclusion, Diversity, Equity & Accessibility

ASAAP (Alliance for South Asian AIDS Prevention) is committed to providing culturally responsive holistic health promotion and support services for people from SAMEIC (South Asian, Middle Eastern, Indo-Caribbean) and other related communities who are LGBTQ+ and/or living with, at-risk of, or affected by HIV and related health conditions.

Working closely with the senior management team at ASAAP, the Manager – Inclusion, Diversity, Equity & Accessibility will provide leadership, guidance, and expertise in diversity, equity, inclusion, human rights, anti-racism, anti-oppression and accessibility. The successful candidate will promote and lead the implementation of ASAAP's Inclusion, Diversity, Equity & Accessibility strategies and action plan and will partner with ASAAP leadership to strengthen work culture and support organizational achievement and staff well-being.

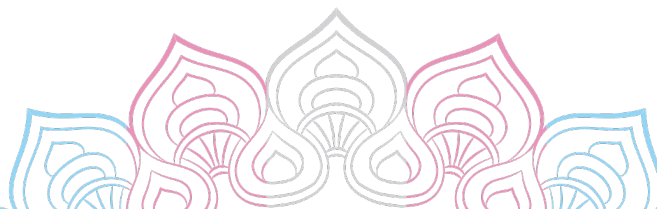
Contract term: This is a full-time position, ending March 31, 2027. Some weekend and evening work would be required.

Responsibilities:

- Work with the Executive Director to recruit, supervise, assess, and guide project staff and consultants to enable outcomes.
- Support, develop budget forecast and monitor expenditure.
- Conduct internal and external needs assessments and focus groups to identify strategic programming areas.
- Develop training toolkits and resources.
- Implement trainings with agency staff and other stakeholders.
- Review and suggest changes and enhancements required in existing services delivered at the agency based upon established IDEA/DEI success metrics/standards.
- Create referral pathways to better integrate the various services accessed by ASAAP service users.
- Assist staff in developing resources such as brochures, posters, fact sheets etc.
- Build networks and partnerships with relevant service providers.
- Provide regular written project updates and remain accountable for internal and external project reporting.
- Develop and report on key performance indicators for all DEI programs at the agency.
- Plan and coordinate agency events.
- Assist with agency-wide activities and other duties assigned by the Executive Director.

Qualifications:

- Bachelor's degree in Social work, Health Services, DEI certification and/or related fields.
- At least three (3) years of experience in DEI initiatives and/or non-profit project coordination.
- Sound understanding of the Social Determinants of Health and how this relates to Harm Reduction and HIV risk.
- Demonstrated ability to take initiative and develop creative programming.
- Excellent organizational, communication, and public speaking skills.
- Proven ability to work in a collaborative and fast-paced environment.
- Demonstrated ability to exercise initiative, sound judgment, discretion, and tact.
- Proficiency in MS Office, Outlook, Adobe Pro, Survey Monkey or similar tools, and web technology.
- Proven commitment to social justice and anti-oppression. Understanding and commitment to an anti-oppressive framework, particularly around issues of race, gender and sexuality.
- Proficiency in a language other than English and French is an asset.





This is a non-unionized position.

Application deadline: 6 pm, November 27, 2024

To apply, please submit a resume, detailed cover letter, and a 700-1000 word writing sample to ed@asaap.ca. Please include "Application for Manager – Inclusion, Diversity, Equity & Accessibility" in the subject line.

ASAAP is committed to employment equity and encourages people living with HIV/AIDS, racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQ persons, and others who may contribute to the further diversification of ideas. We thank all applicants, but only candidates selected for an interview will be contacted.

