

**South Etobicoke Cluster – Anti-Black Racism (ABR) Working Group –  
Community of Practice (CoP) Coordinator Job Description (2021)**

**Description**

The South & Central Etobicoke Coordinating Cluster Anti-Black Racism (ABR) Working Group has an opening for a fixed-term deliverables-based contract for the ABR Community of Practice (CoP) Coordinator. The initiative's goal is to raise awareness and commitment to action-oriented organizational response to anti-Black racism in the community and within the organizations. By developing a CoP, we will enhance agencies' capacity to take action on anti-Black racism through focused learning, action planning, and mutual accountability. The SE ABR CoP will collectively support an increase in knowledge and capacity through collaborative interagency work and expert-lead workshops to implement ABR policies, practices, and actions within local organizations. We will collectively source, share information, tools, and resources and conduct an annual survey to inform the work and enhance organizational strategies to make a substantive change regarding ABR.

The role of the Coordinator is hands-on and will involve working as part of a team and independently. The Coordinator will support the South Etobicoke ABR Working Group and CoP by completing various tasks, coordinating 2 large-scale gatherings, and 2-4 smaller webinars. The ideal candidate must be able to work with multiple stakeholders. The ABR Working Group includes a variety of community partners who are committed to addressing anti-Black racism in their organizations and communities. The Coordinator should demonstrate similar commitment to addressing anti-Black racism. The Coordinator will complete a wide range of activities requiring clear communication, excellent organizational skills, and attention to detail. They must work well under pressure, ensuring the smooth and efficient coordination of the CoP activities and activities throughout the contracted period, managing deadlines and progress across the team to ensure the successful completion of the initiative goals on time and within budget.

**Job Responsibilities/Deliverables**

The Coordinator will be the lead organizer for South Etobicoke ABR Working Group's CoP, working under the Working Group designate(s)' direct supervision and implementing the ABR Working Group's decisions.

The Coordinator will also be responsible for completing several deliverables related to the development, planning, and coordination of CoP activities, including, but not limited to:

- Attending Working Group meetings and liaising with various members/sub-groups, as required.
- Supporting the recruitment, booking speakers and facilitators/consultants, promotions, and multi-media.
- Developing and implementing a communications plan.
- Developing and implementing detailed logistics for virtual events and sessions.
- Coordinate volunteers as needed.

- Advising on and supporting the development of a web presence.
- Design and deliver a quarterly newsletter in collaboration with a subset of Working Group members.
- Facilitate the implementation of an annual evaluation process, including the submission of a complete report for the SE Cluster.
- Working independently to complete tasks, but they will mainly work in conjunction with the ABR Working Group/sub-group members.

### **Compensation**

**Up to CAD \$7,800 (\$33.75/hourly with an estimated 5 hours per week/20 hours per month dedicated to Working Group work).** This is a deliverables-based contract with flexible hours estimated at **230 hours**. The contract will begin in **March 2021 and end in January 2022** intensity of activities will vary month to month. The pay schedule will be monthly with **a fixed payment of \$743** based on the successful completion of outlined deliverables.

### **Required Competencies**

- Highly developed organizational, time-management, and problem-solving skills.
- Ability to work under pressure.
- Ability to communicate effectively with excellent collaboration and negotiation skills.
- Excellent attention to detail and ability to prioritize complex tasks.
- Experience in virtual event design, coordination, and production.
- Strong computer skills – excellent knowledge of the Microsoft Office suite of applications (Word, Excel, PowerPoint, and Publisher) and social media tools, and robust internet research capabilities, required.
- Experience participating in and creating online communities and ability to advise on appropriate online platforms.
- Sense of urgency and ability to work under strict deadlines.
- Strong ability to manage budgets.
- Flexible and adaptable approach.

### **Desired Qualifications**

- An understanding of ABR principles and demonstrated experience and understanding of intersectional and anti-oppression frameworks.
- Degree or Diploma in a related area of studies such as marketing, communications, hospitality, planning, business, or event management is desirable in combination with a sound understanding of ABR principles. Equivalent combinations of education and related experience will be considered.

- Prior work in the not-for-profit sector and work with racialized populations.
- Minimum 3 years of experience managing complex events and projects with multiple vested stakeholder interests and volunteers is preferred.

**% OF TIME      PRINCIPAL DUTIES AND RESPONSIBILITIES**

**50%                      *Project Design and Management:***

- Create a detailed work-plan and strategy to implement the SE ABR Working Group's desired goals for the CoP, based on dates set in collaboration with the ABR Working Group. Delivery of (2) cluster-wide gatherings and up to 4 webinars.
- Manage the budget of the initiative in collaboration with an assigned Working Group member(s).
- Liaise and support all facilitators (contractors), unless otherwise specified by the ABR Working Group.
- Deliver updates at meetings and via email (s) to the assigned supervisor(s), reviewing deliverables accomplished, progress made in completing tasks, and developing strategies to mitigate any barriers faced.
- Create a detailed agenda and logistics plan for planned events.
- Keep in regular communication with ABR Working Group members and sub-group so that their work is in sync with your work.

**10%                      *Communications:***

- Support the development of an online resource to facilitate information exchange, increase knowledge exchange and capacity among agencies to address ABR.
- Collaborate with Working Group members to develop content for online presence (platforms to be determined) and quarterly newsletter.
- Lead in developing a communications plan in collaboration with the SE Communications Lead for the planned activities and ensuring promotional materials are produced on time.
- Lead in developing and supervising the production of ABR CoP materials inclusive of the following tasks:
  - Writing content.
  - Liaise with speakers and other organization to gather content.
  - Proofreading copy.
  - Manage relations with graphic designer and printer to materials, as required.
  - Provide weekly email update to ABR Working Group.

**20%                      *Logistics:***

- Manage all logistics related to presenting virtual event(s).

- Work with the SE Communications Lead to complete registration tasks.
- Support in researching facilitators and be the main point of contact.
- Determine needed roles/supports for executing CoP events/activities.
- Ensure all social media and web-based technology is functioning correctly.

**10%                    Recruitment**

- Create a recruitment plan for the online gathering (for speakers, consultants, and participants).
- Ensure the online application is functioning correctly for the gatherings and events.
- Support ABR Working Group recruit speakers, facilitators/consultants for the event.
- Create job descriptions and contracts as needed for consultants.

**5%                    Follow-Up**

- Develop and collect feedback at all event(s).
- Create thank you package for all speakers and attendees.
- Disseminate and be the primary contact for an annual survey to inform the work of the SE CoP.
- Create a short report of the annual survey results in collaboration with the ABR Working Group and designated agency staff(s).

**5%                    Other**

- Attend all Working Group meetings and sub-group meetings, as needed.
- Act as the SE ABR Working Group’s primary contact – respond to emails, phone calls, requests for information, etc.

**Application Instructions**

Applicants must send applications by email to [southetobicokecluster@gmail.com](mailto:southetobicokecluster@gmail.com).

**Please include:**

- 1) **SE ABR Coordinator 2021** in the subject line
- 2) A cover letter that specifically addresses your understanding of ABR, job requirements and outlines qualifications
- 3) A current resume
- 4) *Note: candidates selected for an interview will be expected to bring the names, addresses, daytime telephone numbers, and email addresses for three professional references for jobs, which included complex event organization*

**Application Deadline:** Applications submitted by **Monday, February 22, 2021, at 5:00 pm** will receive full consideration. We thank all candidates for their applications. However, only those selected will be contacted. Individuals who self-identify as Black are encouraged to apply.