



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Diversity & Inclusion And Learning Coordinator

**Job ID** 36-67-0D-E3-0F-D8

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=36-67-0D-E3-0F-D8>

**Company** BDC

**Location** Across Canada, Across Canada

**Date Posted** From: 2021-08-16 To: 2022-02-12

**Job** Type: Full-time Category: Office

**Languages** English and French may be required depending on location

### Description

#### POSITION OVERVIEW

Weâ€™re looking for a Diversity & Inclusion and Learning Coordinator who is smart, curious and loves the challenge of improving peopleâ€™s lives. Youâ€™ll be making an impact on over 2,500 BDC employees by collaborating with a fun and close-knit team Diversity & Inclusion and Learning & Development. You will have a key role in carrying out and communicating our D&I initiatives and supporting BDCâ€™s employee experience & learning.

#### CHALLENGES TO BE MET

- â€¢ Assist in the delivery of key D&I and Learning initiatives throughout the year
- â€¢ Support the Diversity Leadership Council meetings, Employee Resource Groups and relevant diversity and inclusion events or programming
- â€¢ Maintain communication and collaboration between the Learning team and the Diversity and Inclusion team
- â€¢ Organize and host live virtual trainings as a technical support resource
- â€¢ Update and maintain various sections of the D&I intranet and website pages
- â€¢ Collaborate with internal partners in deploying learning programs and talent initiatives
- â€¢ Coordinate the preparation of progress and evaluation reports for a specific course or group of courses
- â€¢ Coordinate different Learning, as well as Talent initiatives including logistics, communications, and systems
- â€¢ Administer and manage the learning management system

#### WHAT WE ARE LOOKING FOR

- â€¢ Bachelorâ€™s degree in a relevant subject (Business Administration, Human Resources etc.) is preferred
- â€¢ 2 yearsâ€™ experience working in HR or corporate environment
- â€¢ Keen interest in building your understanding of D&I principles and best practices
- â€¢ Ability to build strong relationships at all levels
- â€¢ Flexible and adaptable mindset, with the ability to take ownership of wide-ranging responsibilities

- â€¢ Great organization skills (planning, document management, follow up)
- â€¢ Outstanding time management skills and know how to prioritize tasks
- â€¢ Pay close attention to detail and results-oriented
- â€¢ Ease with Microsoft Office applications (Word, Excel and PowerPoint)
- â€¢ Strong written and verbal communication skills
- â€¢ Self-motivated but enjoy working with a team
- â€¢ Bilingualism (English/ French) is required

#### WHY YOU SHOULD JOIN THE TEAM!

- â€¢ Stimulating, challenging projects and development opportunities to help you grow your skills and career
- â€¢ Tight, collaborative team with a culture that encourages you to be yourself

#### **How to Apply**

Click "Apply Now"