



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Project Coordinator, Diversity Institute

Job ID	369070-1-2192	
Web Address	https://careers.indigenous.link/viewjob?jobname=369070-1-2192	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-10-26	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team The Ted Rogers School of Management's Diversity Institute at Toronto Metropolitan University was founded in 1999 by Dr. Wendy Cukier with the aim of undertaking research on diversity in the workplace to improve practices in organizations. The Diversity Institute works with organizations to develop customized strategies, programming, and resources to promote new, interdisciplinary knowledge and practice about diversity with respect to gender, race/ethnicity, Indigenous peoples, abilities, and sexual orientation. It collaborates with industry, government, not-for-profits, and academics to:

- Research existing practices and evaluate programs;
- Explore barriers to full participation in the workplace;
- Develop fact-based policies and programs to help organizations attract, motivate and develop, underrepresented groups;
- Provide customized training to support the development of diversity strategies;
- Using an ecological model of change, the Diversity Institute is driving social innovation across sectors using an action-oriented, evidence-based approach to advance knowledge of the complex barriers faced by underrepresented groups, to lead practices that affect change, and produce concrete results.

The Opportunity

TMU is looking for a professional passionate about #Diversity and who wants to make a difference in the work they do. As the Project Coordinator, you will be responsible for providing administration and analytical support to ensure the successful completion of the project. You will coordinate the planning and execution of the project, as well as provide correspondence with internal and external partners. You will create and maintain databases for the storage and retrieval of contacts, information, and records.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary diploma in project management, business administration or a related field.
- Minimum of 3 years of project coordination and budget administration experience in a similar role. .
- Experience organizing events involving external partners.
- Experience in database applications, word processing, report preparation, and event coordination.
- Organizational, administrative skills, and basic accounting / bookkeeping skills.
- Demonstrated knowledge of project management applications, MS Office (Word, PowerPoint, Excel, etc.) as well as administrative, client service, oral and written communication, and time management skills.

Additional Information

Position Number(s) 20002794
 Reports To Program Manager
 Vacancy Type TERM
 Employee Group OPSEU
 Work Location 36.25
 Start Date ASAP
 End Date 1 year from start date
 Hours of Work 36.25
 Grade and Step Grade 10
 Salary Scale \$62,262.26 - \$74,344.40 (hiring range \$62,262.26 - \$68,035.67)
 HR Advisor Claudiu
 Application Close Date November 11, 2022

Additional Notes:

- Qualified OPSEU candidates will be considered before members of other employee groups.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- An equivalent combination of education and experience may be considered.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Project Coordinator, Diversity Institute