



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: 2024/05/02

Bilingual Project Coordinator (Diversity Institute)

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|--------------------|---|---------------------|
| Job ID | 371600-1-6830 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=371600-1-6830 | |
| Company | Toronto Metropolitan University | |
| Location | Toronto, ON | |
| Date Posted | From: 2023-01-24 | 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 Ted Rogers School of Management at Toronto Metropolitan University (TRSM) is developing collaborative, creative leaders who will drive 21st century business forward while making a positive impact on society. Home to nearly 10,000 students and more than 250 industry-connected faculty, TRSM is Canada's leading diverse, entrepreneurial business school centred in an urban learning environment. TRSM offers 12 Bachelor of Commerce degrees, two Bachelor of Health Administration degrees, the Ted Rogers MBA, Professional Masters Diplomas, Executive Education courses, and a Masters of Science in Management. TRSM is also home to 15 innovative research centres, institutes and labs www.ryerson.ca/tedrogersschool. The Diversity Institute within Ted Rogers School of Management 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;
- Drive 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 effect change, and produce concrete results.

The Opportunity

Are you a bilingual project management professional Are you looking for an exciting career opportunity Are you passionate about advancing diversity and inclusion in Canada In your role, as Project Coordinator in the Diversity

Institute you would work on a variety of projects which seek to advance diversity and inclusion. Does this sound like you
The Bilingual Project Coordinator will be responsible to provide administration and analytical support to ensure the successful completion of projects, coordinate the planning and execution of projects, and manage correspondences with internal and external partners and stakeholders. In addition, they will create and maintain databases for the storage and retrieval of contacts, information, and records.

Qualifications

- Completion of a post-secondary diploma in project management, business administration or a related field.
- Bilingual in French and English, as well as excellent oral communication skills in both languages.
- Minimum of 3 years of project coordination and budget administration experience in a similar role.
- Experience in database applications, word processing, report preparation, scheduling, and event coordination.
- Demonstrated knowledge of project management applications, MS Office (Word, PowerPoint, Excel, etc.) as well as administrative and time management skills.
- Writes, prepares and publishes communication content
- Ability to synthesize complex ideas into communications content
- Proficient use of PowerPoint and Google Slides would be an asset
- Experience with social media and related tools would be an asset
- Basic accounting and bookkeeping skills.

Additional Information

Position Number(s) 20003341
Reports To Executive Director, Women Entrepreneurship Knowledge Hub
Vacancy Type TERM
Employee Group OPSEU
Work Location HYBRID
Start Date ASAP
End Date 1 year from start date
Hours of Work 36.25
Grade and Step 10
Salary Scale \$62,262.26 - \$74,344.40 (Hiring range: \$62,262.26 - \$68,035.67)
HR Advisor Claudiu
Application Start Date January 9, 2023
Application Close Date February 3, 2023

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.
- 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.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- 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@torontomu.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Bilingual Project Coordinator \(Diversity Institute\)](#)