



A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

Director, Anti-Racism, Diversity, Equity & Inclusion

(2 Year Contract; Full time; Remote)

UNICEF Canada is committed to the values of Diversity, Equity, and Inclusion (DEI) in our work and in our organization. The creation of the Director, Anti-Racism, Diversity, Equity and Inclusion position reflects UNICEF Canada's strong commitment to this work and ensures that policies and processes across the organization are fully aligned with DEI principles and values, which will allow us to better serve the needs of children worldwide.

Reporting to the Chief Operating Officer (COO) with dotted line to the CEO, the Director, Anti-Racism, Diversity, Equity and Inclusion will provide leadership, strategic direction, guidance and expertise in equity, diversity, inclusion (EDI), human rights, anti-racism, anti-oppression, and accessibility. The Director will hold the critical role of ensuring that anti-racism, diversity, equity and inclusion remain at the center of the work we do and integrated into all aspects of the work at UNICEF Canada. The incumbent will be responsible for implementing anti-racism and DEI directives throughout the organization.

The responsibilities of the position will include:

Strategic planning, support and expertise to help identify goals, outcomes and strategies to advance and support DEI efforts

- Develop and implement a multi-year strategy to move UNICEF Canada towards becoming an anti-racist, diverse, equitable, and inclusive organization.



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- Develop and maintain a comprehensive DEI policy that can be applied consistently across all divisions and addresses DEI in multiple areas across the organization
- Responsible for coordinating and guiding all DEI efforts to review, evaluate, define, understand, assess, foster, and identify opportunities and strategies to address systemic barriers to inclusion and embed DEI in all facets of business, employee and stakeholder experiences.
- Build capacity across the organization in anti-racist and DEI principles by developing related policies, including updates to the Anti-Racism Policy and Complaints Policy, and planning the delivery of professional development to address ongoing and ad-hoc organizational needs around issues of anti-racism and DEI.
- Support and provide guidance to the DEI Committee Co-Chairs, Committee members, and working groups for recommendations implementation
- Ensure that the anti-racism, diversity, equity and inclusion framework is integrated in decisions, policies and programs with a focus on identifying and eliminating systemic barriers and inequities, including but not limited to race, gender identity, gender expression, sex, sexual orientation, age, creed, place of origin, marital status and disability.

Manage DEI-related data and metrics

- Develop organization-wide accountability measures around anti-racism and DEI, and lead monitoring efforts towards success against those metrics across all departments
- Conduct routine and ad-hoc analysis of various sets of data (e.g., hiring, survey/satisfaction, training and development, compensation, etc.) to identify strengths and areas for improvement, as well as consulting on the methods for data collection themselves.

Develop and implement an internal and external communications plan for DEI

- Manage and develop anti-racism DEI communications including use of internal communication tools, ensuring that all information is accurate, up to date, accessible and mission aligned.
- Collaborate with departments throughout the organization to ensure that DEI is considered and integrated into all aspects of UNICEF Canada's internal and external communications, and to support regular communication of anti-racism and DEI initiatives, events, and progress



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The ideal candidate will have:

- Post-graduate degree (preferred) in a relevant area of study, preferably with a focus on human rights, equity studies, social justice education, human resources or an equivalent combination of education and experience.
- Minimum of seven (7) plus years' work experience with a focus on employee engagement, of which 2-3 years are related directly to DEI.
- A proven track record and ability to ideate and activate DEI strategies.
- Demonstrate a strong understanding of diversity, equity, accessibility, anti-racism, intersectionality, decolonization, inclusion, anti-oppression, and their application in an organizational context.
- Understanding of the human rights code and relevant laws.
- Lived experience as a member of an equity-deserving group is considered an asset
- The ability to lead complex initiatives and handle difficult conversations.
- An appreciation and respect for confidentiality
- Exceptional interpersonal skills with the ability to build relationships and influence at all levels.

This is a new position and this job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer based on program and organizational needs. There is a Job evaluation process to evaluate jobs if they change more than 30%.

Salary Range: \$85,000 to \$104,000 per year

What we offer

UNICEF Canada strongly supports workplace wellness and offers the following benefits:

- Extended Health and Dental Benefits with Health Care Spending Account
- Life insurance and AD&D
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Employer contributions (5%) to Group Pension plan
- Employee and Family Assistance Program (EFAP)
- 2 paid personal days
- 10 paid sick days
- 3 weeks of annual leave (vacation time increases with time served)



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- One additional day of vacation on the anniversary of each year of service, up to a maximum of 30 days.
- Staff Appreciation Days.
- Option to work remotely from home
- Learning and Development Opportunities.
- Discounted rate for a GoodLife membership.

For consideration, please submit your resume and cover letter to careers@unicef.ca by **March 10, 2023**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**Director, Anti-Racism, Diversity, Equity & Inclusion**” clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Safeguarding Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity, inclusion and accessibility. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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