

## Job Description

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<b>Job Title:</b>	Human Rights, Equity and Inclusion Coordinator
<b>Department:</b>	Associate Vice-President, Human Rights, Equity and Inclusion
<b>Reports To:</b>	Associate Vice-President, Human Rights, Equity and Inclusion
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	July 1, 2017

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### **Primary Purpose**

The Human Rights, Equity and Inclusion Coordinator will provide efficient and effective leadership in program execution, event management, communications, outreach, and administrative responsibilities. They will act as a liaison for the Associate Vice-President, Human Rights, Equity and Inclusion with diverse stakeholder groups on campus (students, staff, faculty and senior administrators) and off (community groups, global corporations, leading universities) to promote equity and inclusion while increasing campus and community engagement, and encouraging positive relationships locally, nationally, and internationally.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Administrative Management**

- Responsible for the day-to-day management of the office
- In alignment with the Associate Vice-President, coordinates the activities of the office
- Recommends changes/improvements and follow through to implementation of all technical and service matters for the physical office and its members
- Responsible for the management of the Associate Vice-President's calendar and briefing materials
- Coordinates and schedules appointments, logistics and arrangements for internal and external meetings and trips as required
- Provides facts, information, options, work planning for the day to day operations of the Office
- Conducts research on equity related matters and assists with writing reports, presentations, and projects
- Leads projects as assigned by the Associate Vice-President
- Reports on progress and performance of strategic projects and initiatives to the AVP as required
- Coordinates data collection and management

#### **Program and Event Management**

- The Events, Communications, and Administrative Coordinator is the project leader on certain programs/events/meetings including development, execution and evaluation
- Develops and ensures the use of project management strategies to ensure that events and meetings are effectively and efficiently managed
- Assesses and recommends new events and programs to promote a culture of equity, inclusion, and diversity and build campus engagement
- Prepares and disseminates agendas, minutes, memoranda, and reports
- Ensures all arrangements are in place, troubleshoots when required and ensures the AVP has all necessary information for program/events

## Job Description



### **Financial Management**

- Responsible for management of operating accounts and special purpose accounts for the Office
- Briefs the AVP on financial matters affecting the Office
- Ensures the day-to-day financial activities of the Office are carried out according to best practices and comply with University policy and procedures
- Manages spending of approved budgets and provides advice relating to expenditures
- Acts as internal controller, monitors all accounts and investigates over expenditures or irregularities
- Reconciles all accounts monthly
- Ensures all bills are paid within the current fiscal year
- This position is responsible for management of operating and special purpose accounts, financial reporting, paying invoices and reconciling expense accounts for the Office.

### **Communications Management**

- Develops and manages an integrated communications plan
- Manages, and grows the Office's presence through newsletters, blogs, website, Twitter, Facebook and other strategically and relevant online properties
- Learns new technologies and remains current on best practices in communications
- Works with central and faculty communication staff to identify, develop, and promote equity driven initiatives across campus
- Prepares speeches and speaking remarks for the Associate Vice-President
- Liaises with graphics and related services about the development of documents, event materials, and advertising
- Liaises with Information Systems Technology (IST) to coordinate, assign, track and resolve client initiated problem reports on behalf of the Associate Vice-President's Office
- Escalates complex technical issues to IST, as required

## **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

### **Education**

- University degree or equivalent experience and education.

### **Experience**

- Demonstrated experience performing duties related to administrative management, program & event management, financial management and/or communications management in a fast paced office environment; experience in a university work environment is preferred
- Previous experience creating communications plans and actively engaged in social media
- Previous experience with and content knowledge of various equity seeking groups that will aid the development of programs events, materials, reports, and presentations.

### **Knowledge/Skills/Abilities**

- Exceptional ability to multitask in a highly dynamic environment and a proven ability to manage large volumes of work, conflicting priorities, and competing deadlines.
- Collaborative team player comfortable leading as well as executing and taking constructive input from multiple sources. Ability to provide unobtrusive support to the AVP and the AVP's team by earning the trust and confidence of them. Communicates effectively, precisely and professionally with internal and external sources. Proactive in anticipating the needs of the AVP and their team members and ability to manage tight deadlines.

## Job Description



- Excellent communication, problem solving, organization, creative thinking, interpersonal, technical and writing skills. Ability to think strategically and with a high capacity for work including a willingness to work flexible hours. Experience managing a budget and implementing innovative administrative processes. Strong project and event management skills. Exceptional service skills acquired in a university setting or a multi-stakeholder environment. The Events, Communications, and Administrative Coordinator will be a self-starter, have a strong entrepreneurial spirit, driven to engage with a wide-range of internal and external stakeholders, and will take proactive measures to enhance the profile of the Office.

### Technical

- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, digital communications, and the Waterloo Content Management System.

### Nature and Scope

- **Contacts:** Internally, communicates with senior administration, students, faculty and staff. Externally with community groups and various stakeholders.
- **Level of Responsibility:**  
The Human Rights, Equity and Inclusion Coordinator is responsible for providing support, advice and assistance to the AVP in all areas of their work. This position is responsible for the direction and management of the day-to-day administrative and working order of facilities for the Office of the AVP.

The Events, Communications, and Administrative Coordinator performs no direct supervision of others. The Events, Communications, and Administrative Coordinator will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university.

- **Decision-Making Authority:**  
The Human Rights, Equity and Inclusion Coordinator is expected to be self-directed in executing her/his responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. The Events, Communications, and Administrative Coordinator will make recommendations to the Associate Vice-President regarding the execution of their responsibilities.

Makes decisions when required on behalf of the AVP and seeks expert advice when required. Provides continuity in the absence of the Associate Vice-President and has discretion to make decisions that are in line with the strategy and goals of the equity mandate. Makes decisions on project and event management, budget spending and recommendations on staffing and resources in the Office when the need arises. Makes decisions to the most efficient use of the AVP's time (ie. attendance at meetings, events, speaking engagements) and seeks advice when required.

- **Physical and Sensory Demands:**  
Minimal demands typical of a position operating within an office environment.  
This position works independently and collaboratively and requires sound judgment, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Flexibility in working hours, thoroughness, accuracy, attention to detail and professionalism are required.
- **Working Environment:**  
Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.

Reporting to the Associate Vice-President are the Director of Conflict Management and Human Rights, the Director of Equity and the Sexual Violence Response Coordinator. The Human Rights, Equity and Inclusion

## Job Description



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Coordinator must maintain a strong relationship with these direct reports as well as members of the Vice-President Academic and Provost Office.