

**Centre Safe  
seeks an  
Inclusion & Diversity Officer**

The Inclusion & Diversity Officer will be responsible for developing policies and programs to promote a diverse workplace at Centre Safe. This role is vital to the operation of Centre Safe as seen in the Core Values to provide services that are “intentionally equitable, inclusive, diverse, confidential and professional and responsive to identified client and community needs” and to eliminate violence by “challenging the structural inequalities and oppressions that perpetrate gender-based violence”.

The Inclusion & Diversity Officer will report directly to the Executive Director and will serve on the Leadership Team of Centre Safe. The I&D Officer will work directly with the Inclusion and Diversity Committee of the Board of Directors and regularly report to the Board. Primary responsibilities will include, but not be limited to:

- The development of policies and programs to promote a diverse workforce;
- Organize and oversee on-going educational opportunities for staff and volunteers;
- Direct efforts towards creating and sustaining a welcoming and inclusive workplace, including participation in committees related to these efforts;
- Monitor, assess and report on metrics for measuring the effectiveness of Centre Safe diversity & inclusion initiatives;

The Inclusion & Diversity Officer will provide an average of 10 hours per week, although more time per week may be required in the early months of this project. The salary for this consultant position is \$15,000. The position is funded for one-year with the possibility of an extension. Both remote and on-site work are anticipated, with on-site work increasing as the pandemic is controlled. Full position description is available on request.

**Successful candidates** will have a minimum 7 years of relevant experience or a Master’s degree plus 3-5 years of work experience in Counseling, Social Work, Human-Service or other related field. Work experience should include experience in social service, advocacy-related, or community-based non-profit agencies with an emphasis on developing client-centered, strengths-based services in response to identified client and community needs. Successful candidates will also have an ability to identify areas of structural change necessary to achieve equity goals in organizational process and procedure and demonstrated success in meeting those goals.

Interested applicants should submit a letter outlining interest in the position, a resume, and at least three references to:

Hiring Committee  
[employment@centresafe.org](mailto:employment@centresafe.org)

Applications will be reviewed immediately and continue until the position has been filled.

Centre Safe is an Equal Opportunity Employer