#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** EDI Administrative Outreach Coordinator

**Job Number:** X-297 | VIP: 1125

**Band:** EXEMPT-4

**Department:** Centre for Human Rights, Equity, and Accessibility

**Supervisor Title:** Director, Equity, Diversity and Inclusion (EDI)

**Last Reviewed:**  October 24, 2023

#### **Job Purpose:**

Reporting to the Director, Equity, Diversity and Inclusion, the EDI, Administrative Outreach coordinator, provides administrative and outreach support to the Centre of Human Rights Equity and Accessibility (CHREA) including communications, meeting management, monitoring financial statements of the department, and monitoring and assisting in departmental projects and plans.

#### **Key Activities:**

##### Administration

1. Act as first point of contact for general contact within CHREA in-person and over the phone.
2. Act as the Office’s administrative contact providing information and assistance for scheduling.
3. Work closely with senior administrative offices (Office of the President, Office of the Provost, Human Resources, Dean Offices, etc.) in the coordination of meetings, training, and other initiatives.
4. Assists with PACHREA and subcommittee meetings, organizing logistics, follow up and minutes.
5. Responsible for hiring, and supervising student CHREA employees including submitting hiring documentation plus liaising with HR and payroll as required.
6. Maintain an inventory of current policies, standard operating procedures, practices, and forms as they relate to the CHREA.
7. Maintenance of office equipment, and completion of annual equipment inventory report (assets over $1,000), including the reallocation or disposal of surplus or obsolete equipment.
8. Administer all departmental financial transactions, including monitoring and processing of purchase requisitions and expense reimbursements for the CHREA.
9. Provide estimations and information collected in support of annual budget submissions.
10. Reconcile all CHREA credit card statements monthly, ensuring all expense documentation, approvals, budget allocations, and online submissions are accurate and complete.
11. Act as the departmental purchasing agent for all equipment, furniture & supplies orders; includes liaising with suppliers, acquiring prices, processing orders and maintaining records and ensuring payment.
12. Prepare and process expenditures, expense reimbursements, purchase requisitions and other charges to office accounts.

##### Communications

1. Develop and maintain CHREA and associated webpages ensuring AODA compliance. Liaises with the Communications to resolve technical and formatting issues on webpages.
2. Coordinate and administer social media accounts for CHREA in consultation with the Director.
3. Develop and maintains internal file sharing structures including: MS Share Drive, OneDrive, Teams, and SharePoint Portals (or similar digital databases and group manager systems provided by Information Technology).

##### Outreach and Support

1. Assist in the planning of special projects, events, and initiatives with the Director. This may include coordinating working groups, committees, and ad hoc committees; as well as event planning and assistance with training and celebration events.
2. Under the direction of the Director, design and implement projects in the areas of human rights, equity, or accessibility. Examples of such projects include: developing and delivering training (online and in person) in accessible document creation, relevant legislation, Positive Space, and other related subjects; organizing events and campaigns, supporting project committees and/or working groups.
3. Has a general understanding of University policies and meets with individuals to identify when concerns warrant the use of one of these policies, escalating complaints from an informal complaint to a formal complaint.

#### Education Required:

* Honours University Degree in Gender and Social Justice, Human Rights, Social Work, Psychology, Counselling, Law, Business Administration, Communications, or another area related to the mandate of the Centre.

#### Experience/Qualifications Required:

* A minimum of three (3) years of work experience involving project management and/or communications, with demonstrated capacity to oversee and sustain complicated projects.
* Strong communication, decision making skills and possess good judgement.
* Proven analytical and reasoning skills.
* Knowledge of human rights, employment equity and Accessibility.
* Excellent presentation, facilitation, and public speaking skills.
* An appreciation of the University environment, its diversity, and an ability to relate well to staff, students, and faculty.
* Experience in the design and delivery of educational programs in the areas of human rights.
* Excellent communication skills and demonstrated experience with social, print, and visual media.
* Website maintenance and development skills (Drupal).
* Experience with MS Office (Word, Excel, PowerPoint).
* Data management skills and experience working with spreadsheets and databases.
* Experience handling contentious matters with sensitivity, confidentiality and balance.
* Ability to understand and effectively communicate complex human rights and equity principles.
* Possess good interpersonal skills, tact, and discretion.

#### **Trent EDIA Statement:**

Trent University aims to provide a safe, accessible, equitable, inclusive campus for everyone. It seeks to address barriers and promote the inclusion of equity deserving groups and encourages applications from Indigenous Peoples, Black and racialized persons, women, persons with invisible and visible disabilities, and people of diverse sexual and gender identities. We value the lived experience of our candidates. We strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Responsibility for the Work of Others

*Direct Responsibility:*

* *Student employees*