



FORMERLY NORTH SHORE
MULTICULTURAL SOCIETY

Job Posting

Position Title:	Community Innovation Manager
Department:	Community Innovation
Reports to:	Director, Community Innovation
Contract Dates:	October 2021 – March 2022 (Contract renewal subject to funding)

The Community Innovation Manager will have a unique opportunity to be part of building a new team and leading projects aimed at creating more inclusive spaces and place for im/migrants and newcomers. This is an exciting opportunity for an ambitious leader who is passionate about developing and putting innovative, inclusive, intercultural and community development approaches into action. We are looking for a person who is a passionate communicator, a deep listener, and an equity, diversity, and inclusion (EDI) knowledge expert that is adept at dialogic and arts-based approaches and curriculum development, using an intersectional lens. The ideal candidate is someone who builds community through relationship, is action-oriented and has a growth-mindset.

Summary

The Community Innovation Manager is responsible for delivering excellence in community and stakeholder engagement, overseeing projects focused on fostering an inclusive community for im/migrants and newcomers, developing and facilitating diversity and inclusion initiatives, and creating opportunities for growth, both internally and externally.

Key Responsibilities

- Oversees and manages all aspects of funding contracts including developing project plans and evaluation /monitoring frameworks, deliverable tracking processes, report writing, budget management, and staffing.
- Develops strong relationships with diverse stakeholder groups, and forms and facilitates advisory committees and design teams that provide guidance throughout projects.
- Provides subject matter expertise on equity, diversity, and inclusion, particularly as it relates to im/migrant inclusion, and remains up-to-date on industry news and trends.

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- Leads and facilitates community engagement activities with an intersectional lens, in various formats including dialogues, educational sessions, un/conferences, public speaking and arts events etc.
- Provides leadership and direction to staff, suppliers and third-party consultants.
- Develops vision for and enacts strategies to expand the Community Innovation portfolio through seeking new funding opportunities and developing fee for service activities to generate unrestricted revenue.
- Develops and maintains relationships with a diverse range of community partners, stakeholders and funders, and supports learning and action utilizing community development frameworks.
- Provides direction and vision in support of the creation of marketing and communications materials including, but not limited to; videos, posters, social media and articles.
- Collaborates with staff teams across internal areas of work toward continuous improvement and innovation of internal EDI practices and strategies including program, product and/or service innovation; funding innovation and systems innovation.
- Working collaboratively with the Special Project Manager, Community Innovation and Director, Community Innovation to establish departmental processes and procedures.
- Actively participates in department, all-staff and leadership team meetings.
- Other related duties as required.

Key Competencies

- **Values.** Demonstrates clear personal values that complement NSMS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assesses risk and develops risk mitigation strategies.

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- **Engagement.** Shows passion for the job and the mission of the North Shore Multicultural Society. Engages people, organizations, and partners in developing goals, executing plans, and in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are met on time and according to agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns program policy and delivery with the strategic directions of NSMS. Champions organizational change.
- **Building the Team.** Recognizes that the leader alone cannot get the job done; coaches staff and volunteers to meet the mission of NSMS. Builds successful relationships with clients, staff, volunteers, and partners.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet organizational objectives.

Minimum Qualifications

- 5+ years of education/ experience in delivering / leading diversity, inclusion, anti-racism programming with an intersectional lens.
- 5+ years of experience in facilitation and community development.
- 3+ years experience in contract/project/event management and developing proposals/programs.
- 2+ years experience with staff supervision, support, and coaching.
- Demonstrated flexibility in adapting to changing priorities, work styles and cooperation in working with a wide variety of clients, colleagues, employers, and community representatives
- Demonstrated ability to take initiative, step outside of your comfort zone and embrace learning through action.
- Ability to develop and maintain positive relationships among diverse stakeholders
- Proven record of achieving contract deliverables and operational goals
- Strong writing and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Strong analytical, innovation and solution-finding skills that include the ability to develop and propose creative and innovative approaches
- Experience working with individuals from diverse cultural backgrounds.



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- Familiarity of and/or lived experience of diversity, as it relates to the im/migrant settlement experience, is considered a strong asset.
- Ability to speak multiple languages is considered an asset

We strongly encourage applications from IBPOC, LGBTQ2S+ people, immigrants and refugees and other marginalized communities.

Additional Information

Hours: 28- 35 hours / week

Salary Range: \$35.00 - \$39.00 per hour dependent on experience

Position Start Date: October 2021

Posted Until Filled – Resumes reviewed upon submission

Please send resumes and cover letters to: hr@impactnorthshore.ca

Reference: Community Innovation Manager

Impact North Shore is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.