

# Diversity, Equity, Inclusion & Accessibility (DEIA) Adviser

## Position Description

January 17, 2025

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### **VISION**

A better world, by girls

### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To lead, promote, and support Diversity, Equity, Inclusion, and Accessibility (DEIA) initiatives within the province, fostering a culture of inclusion and belonging across all levels of Guiding.

### **ACCOUNTABILITY**

Provincial Council through the Deputy Provincial Commissioner

### **RESPONSIBILITIES**

#### **Leading the DEIA Committee (where applicable)**

- Chairs the Provincial Council DEIA Committee.
- Recruits, orients, and mentors committee members.
- Fosters a cooperative, collaborative, and supportive environment.
- Ensures regular committee meetings are held, and records of meetings are maintained.
- Prepares and monitors the committee's budget.
- Identifies personal learning needs to enhance leadership and performance as the Chair.

#### **DEIA Training & Awareness**

- Works collaboratively with the National DEIA team to deliver trainings quarterly (where qualified and as requested).
- Assesses the need for DEIA training within the Provincial Council and coordinates with the Learning & Engagement team for training sessions led by DEIA Facilitators.
- Reviews and supports nationwide DEIA resources and strategies within the province.

#### **DEIA Strategy Implementation & Support**

- Creates and implements DEIA strategies for the Provincial Council.
- Understands and supports nationwide DEIA initiatives and their implementation within the province.

#### **Inclusion & Accessibility**

- Ensures Guiding is accessible to all girls, youth, and Guiders by increasing awareness and acceptance of members with special needs.
- Promote cultural awareness, diversity, and inclusivity in programming for all branches.



### **Collaboration & Communication**

- Actively participates in Provincial DEIA Adviser meetings, as scheduled.
- Collaborates with other stakeholders and teams within the organization to strengthen DEIA practices.

### **Other Responsibilities**

- Completes other duties as assigned by the Provincial Council.

### **QUALIFICATIONS**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Strong knowledge of DEIA principles and concepts, including privilege, bias, intersectionality, and accessibility.
- Understanding of and appreciation for the central role of DEIA principles in GGC policies, procedures, and programming.
- Lived experience as a member of a marginalized or underrepresented group, or experience working with such groups and communities.
- Ability to manage and facilitate difficult or uncomfortable conversations.
- Passion of fostering a culture of learning and supporting others on their DEIA journey.
- Demonstrates a welcoming, enthusiastic, and growth-oriented mindset.
- Strong organizational skills.
- Excellent writing, communication, listening, and interpersonal skills, with the ability to effectively communicate across various media.
- Familiarity with Office Suite or willingness to learn.

### **EXPECTATIONS**

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Provide written updates as requested by the Provincial Council.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
  - 2-5 hours/week (variable based on Provincial Council projects & size of Provincial Council).

### **TERM:**

- Three (3) year term, with option of renewal

