



165 Union Street, Suite 301 · Saint John NB · E2L 5C7
P O Box 22003 · Lansdowne Ave RPO · Saint John NB · E2K 4T7

Tel (506) 634-3088 · E-mail info@prudeinc.org · www.prudeinc.org

PRUDE Inc. is hiring

Diversity Education Program Coordinator

PRUDE Inc. seeks an innovative, creative and dynamic individual to develop and maintain relationships in schools, professional organizations and the community. The role of Diversity Education Program (DEP) Coordinator will work to provide insight, resources, tools and actions to advance inclusion and acceptance of all people. This position reports directly to the Managing Director.

Essential Duties / Responsibilities

- Work with schools, business and community organizations to create inclusive space consistent with current policies, objectives and needs.
- Maintain contact with schools, professional organizations and the community
- Lead the development and implementation of Diversity Presentations in schools, business, community organizations
- Develop and advance inclusion initiatives, such as multi-cultural events, while identifying areas of improvement in multi-cultural or minority support
- Work to identify diversity gaps, including current or projected personnel needs
- Create and build strong relationships with schools, professional organizations and the community
- Network with newcomer / mainstream community members and manage an ongoing database of volunteers; and will maintain regular contact

Knowledge, Skills and Abilities

- Superior interpersonal, persuasive communications, compelling presentation and effective writing skills
- Strong leadership and management skills including the ability to motivate and support individuals
- Demonstrated diversity management experience that includes developing and managing diversity initiatives in complex corporate, academic, or non-profit environments; diversity communications strategies; external diversity relations; employee training; executive development, and presentation to board of directors and senior management
- Considerable skills and business maturity in managing a diversity agenda, interacting with and influencing executive decision makers, offering consulting resources and communicating to build relationships and credibility for self.



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- Demonstrated ability to work effectively and establish partnerships to work collaboratively among departments and in the community.
- Ability to take personal accountability for achieving results.
- Demonstrated leadership, ethical and professional standards.
- Dedication to continuing education, professional development and effectuate diversity change efforts

Special Requirements

- Possession of a vehicle/ valid driver's license
- Criminal / Vulnerable Sector Record Check

PRUDE Inc. is committed to employment equity and encourages applications from all qualified women and men, including aboriginal people, persons with disabilities and members of visible minorities. In accordance with Canadian immigration requirements, this competition is open to canadian citizens, landed immigrants, and people who are eligible to work in Canada.

How to submit application

Your job application **MUST** include **a resume** and **a cover letter**, and **MUST** be submitted to Romy Lai via email: r.lai@prudeinc.org the latest by midnight, August 15, 2021.

We thank everyone who has applied, and only candidates chosen for interviews will be contacted within ten working days from August 15, 2021.

PRUDE's contact

Contract length: the current contract ends on March 31st, 2022. This annual contract will be renewed by PRUDE Inc. with you, depending on the yearly funded programs via contract agreements with the PRUDE's funding partners.

Application Deadline: 2021-08-15

Expected Start Date: 2021-09-07

A group health insurance on life, dental and vision will be provided per the signing contract.