

# JOB DESCRIPTION

<b>JOB TITLE</b>	Gender Diversity and Inclusion Manager
<b>MINISTRY/DEPARTMENT</b>	Ministry of Women and Gender Equity
<b>REPORTS TO</b>	Senior Manager, Women and Gender Equity
<b>JOB FAMILY</b>	Professional/Expert
<b>CLASSIFICATION LEVEL</b>	Level 3
<b>DATE CLASSIFIED</b>	December 3, 2024

## POSITION SUMMARY

The Gender Diversity and Inclusion Manager develops and oversees programs, policies, and initiatives supporting the Métis 2SLGBTQQIA+ community at all levels. This role collaborates with government, Indigenous organizations, and other partners to secure funding, advocate for inclusivity, and deliver strategic initiatives aligning with MNBC goals. The Manager contributes to policy development, budget management, and fostering cross-ministry partnerships to support equity and gender diversity. The Manager also takes an active role in supporting the Minister responsible for 2SLGBTQQIA+ Equity and the 2SLGBTQQIA+ Governance Council.

The Manager is also responsible for researching and analyzing emerging trends in advocacy to develop innovative policies. They play a key role in mentoring staff and peers in best practices within the field of gender diversity and inclusion, specifically related to the 2SLGBTQQIA+ community. The Manager also plays a key role in developing partnerships with other government and non-government agencies, Indigenous organizations, and/or non-profits throughout British Columbia.

## LOCATION

- Provincial Head Office – Surrey, BC.

## DUTIES AND RESPONSIBILITIES

- Develops protocols to address urgent needs within the 2SLGBTQQIA+ community, such as support during crises or discrimination incidents.
- Organizes forums or workshops for community input to align programs with the needs of Métis citizens.
- Provides support, advice and expertise to the Minister and Chair of the 2SLGBTQQIA+ governance council, Senior Leadership, and MNBC Board.
- Liaises with Indigenous leaders and federal, and provincial government counterparts to share expertise from a 2SLGBTQQIA+ Métis perspective and serve on cross-organization advisory committees.
- Introduces systems to measure the impact of programs and ensure continuous improvement.
- Develops funding proposals to increase current funding to support diverse projects and programs that address the needs of 2SLGBTQQIA+ citizens.
- Develops and implements funded programs to address the needs of 2SLGBTQQIA+ Métis citizens, ensuring alignment with project deliverables.
- Assists in the development of strategic plans, policy documents, and resolutions related to the operation of MOWGE and related councils and committees.
- Monitors third-party funding and provides budget recommendations to the Senior Manager.
- Creates reports, presentations, and other information, briefing notes, and discussion papers for MNBC

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leadership team as needed.

- Supports Senior Management and ongoing capacity-building efforts for MOWGE.
- Models and upholds MNBC's commitment to KAA-WIICHIHITOYAAHK (We Take Care of Each other) Lateral Kindness throughout all aspects of work-related roles and relationships.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

### Supervision Given

- This position currently oversees two positions, though this number and the types of positions may fluctuate based on available project funding and intern availability.
  - Project Coordinator
  - 2SLGBTQQA+ Project Coordinator

### QUALIFICATIONS

- Bachelor's degree in Political Science, Communications, Business Management, Public or Community Relations, Indigenous, Women's, or Gender Diversity Studies, or related field from a recognized, post-secondary institution. Masters degree preferred.
- Minimum two (2) years' recent, related experience in governance, operations, and supervisory or leadership role(s).
- Minimum two (2) years' experience in relevant public sector roles (federal, provincial, or local governments, organizations, or non-profits).
- Combination of relevant experience, education, and training may be considered.
- Demonstrated ability to plan, organize, implement, and facilitate online and in-person meetings, workshops, and events.
- Demonstrated ability to collaborate with Métis women and 2SLGBTQQA+ citizens to build positive and reciprocal relationships.
- Exceptional ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem solve, and utilize relationship-building skills to bring a variety of staff, elected officials, and/or citizens together.
- Proven ability to utilize strong interpersonal skills to resolve issues and clarify roles and responsibilities for staff, elected officials, and volunteers.
- Proven ability to prioritize tasks, meet deadlines, and supervise staff in a laterally kind manner.

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- Proven ability to use office tools such as Office 365, Canva, and other software.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

### MNBC VALUES

- **Manâcihitowin** (Respect) - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin** (Integrity) - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin** (Innovation) - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin** (Humility) - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin** (Kindness) - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin** (Resilience) - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin** (Teamwork) - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.