

Job Profile

Job Title	<i>Equity and Inclusion Coordinator</i>
Programs	<i>CultureSync Program</i>
Departments	<i>Culture</i>
Reports to	<i>Culture Manager</i>

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are extremely passionate about **CULTURE** and we are also a Great Place to Work.

Who YOU are?

As the Equity and Inclusion Coordinator, you are an integral part of the SIA team and bring your passion for working, guiding and empowering youth. You will create safe and engaging environments where youth can learn and develop their life skills. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for your clients.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities and we are utilizing all kinds of alternative methods in delivering our programming. SIA is a supportive and flexible employer that works with you to make sure you have the best environment to do your work. This position serves Saskatoon and surrounding area so there will be online and in person requirements.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Job Purpose

This position provides the intercultural classroom training portion for CultureSync program. This position is also responsible for coordinating, presenting, and administering Intercultural Education for business organizations and the broader Saskatoon community. The CultureSync program will empower newcomers to become active contributors in the broader community through enhancing their sense of belonging and to support businesses and corporations in creating diverse, inclusive and welcoming workplaces for newcomers and Indigenous peoples.

Position Details

Hours of Work

37.5 hours per week

Salary

\$4600-\$5000 monthly, depending on experience & qualifications

Contract Length

October 1, 2025 – March 31, 2026 with possibility of extension

Deadline to Apply

September 10, 2025

Duties and Responsibilities

Intercultural Workshops

- Promote and advertise programming and events in the community
- Recruit Newcomer participants and local volunteers for the program
- Develop and coordinate holistic wellness and intercultural learning opportunities for newcomers
- Plan and deliver presentations/coordinate presenters for group sessions that bring newcomers and service providers and the community together to foster knowledge of local services, cross-cultural exchanges and promote a welcoming environment
- Establish and maintain intercultural community partnerships to support programming
- Check in with participants and volunteers to assess the success of the programming
- Collaborate with colleagues to develop new programming and support the team's larger endeavours
- Establish and maintain a respectful and professional relationship with participants and volunteers
- Purchase and receive program supplies ensuring that program requirements are always met
- Provide all necessary information and documents in a timely and effective manner to management.
- Maintain proper filing of client information in compliance with confidentiality requirements
- Develop and administer methods of evaluation in order to receive valuable feedback from participants and volunteers about the successes and/or challenges of the mentoring relationship
- Write narrative and activity reports for the program and share with management before contractual deadlines

Employer Engagement

- Organize Corporate Culture Club events with the aim of providing local employers and businesses with tools to develop inclusive business practices
- Promote and advertise the program in the community
- Recruit participants from local companies for the program
- Develop and create curriculum that provides guidance and support to companies looking to create more equitable and inclusive work environments
- Facilitate sessions including the coordination of any relevant guest speakers
- Keep a detailed log of all club activities provided and maintain proper filing of client information that is in compliance with confidentiality requirements
- Develop and administer methods of evaluation in order to receive valuable feedback from participants
- Write narrative and activity reports for the program and share with management before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to management

Agency Related Duties

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Education, English Language Arts, International Studies, Indigenous Studies, Women's and Gender Studies, Social Work or Psychology

Experience

- 1-2 years' experience coordinating in the non-profit sector
- An equivalent combination of education and work-related experience will be considered

Knowledge, Skills and Abilities

- Skilled at coordinating, planning, and presenting/public speaking
- Knowledge and appreciation of contemporary issues related to equity, such as intercultural understanding, inclusion, anti-racism, Indigenous cultural safety, human rights, language rights and cultural retention
- Be familiar with the following: Truth and Reconciliation Report and Calls to Action, Treaty Rights, and Indigenous History/Culture
- Commitment and sensitivity to the variable needs of Newcomers and Indigenous people.
- Knowledge of proper protocols for engaging Indigenous and Métis Elders and communities
- Ability to work with other program staff in order to meet program outcomes

- Excellent written and verbal communication skills including public speaking
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software
- Excellent interpersonal and client-service skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

Requirement of Employment

- Criminal record check

Direct Reports

None