Equity and the Trades: A Code of Practice Project – Ontario Region Lead
Part-time until July 31, 2021.

CCWESTT (Canadian Coalition of Women in Engineering, Science, Trades and Technology) is a recognized leader for, and a voice of a national community for women in Science, Engineering Trades and Technology. CCWESTT builds alliances and partnerships that support and celebrate a diverse SETT workforce.

CCWESTT is seeking an energetic individual who has a passion for the retention and advancement of women in skilled trades. You need to be committed to working with integrity, accountability and innovation, and have a desire to deliver exceptional service. If you reflect these values and have the requisite knowledge, skills and abilities we invite you to apply for this exciting new project.

The goal of the Equity and the Trades: A Code of Practice project is to develop, pilot, and implement a Code of Practice that defines a respectful workplace. This code will present strategies to create and sustain the attitudes, practices, behaviours, and policies that are necessary for workplace culture change.

Location: The Ontario Lead will need to be able to travel within the province of Ontario, as project activities will take place in this region. Occasionally travel to other regions will be required to meet project deliverables.

Position Summary:
Reporting to the Project Coordinator for the CCWESTT Equity and the Trades Project, the Ontario Region Lead is responsible for executing the regional deliverables of the project. The Ontario Region Lead will facilitate regional activities, maintain pilot site relationships across Ontario and ensure timely delivery of key activities.

Responsibilities:
- Proactively build and maintain relationships with key regional stakeholders to further the objectives of the project;
- Facilitate stakeholder and participant forums;
- Research relevant reports, standards, and promising practices;
- Complete data collection and reporting as related to the project;
- Report status of activities regularly to the Project Coordinator;
- Ensure expenses are reported accurately and responsibly;
- Successful completion on time of project activities according to the work plan;
- Work collaboratively with CCWESTT Board, team members, project partners and participants;
- Perform other emerging project duties as identified by the Project Coordinator or CCWESTT Advisory Committee.
Relevant Experiences and Skills

Skills and experiences of the successful candidate will include:

- 1-year experience working in a trade-related field;
- Knowledge of diversity and inclusion challenges particularly those limiting the participation and advancement of women in the workplace. Experience of these challenges specifically in the skilled trades would be an asset;
- Collecting, analyzing and reporting data including community based participatory research, program analysis and gap analysis;
- Independent work competencies in a collaborative team environment with project team, partners, participants;
- Networking and outreach skills with community not-for-profit groups, women’s organizations, and employers;
- Skills in Facilitation and Active Listening;
- Leveraging social media for communication. Ability to leverage social media for research is an asset;
- Strong writing competencies and oral communication skills, and proficiency in Microsoft Office and Google Suite.

The following skills and experiences would be an asset:

- A post-secondary education diploma/degree in a related field;
- Experience leading research design and execution.

This is a part time position beginning September 2019 (specific date to be negotiated) and ending July 31, 2021. The annual salary is $25,000, renewed annually pending budget approval and performance review. The successful candidate will work from their independent office and be willing to travel.

Please submit electronic applications as one pdf document and include the following:

- a cover letter and resume
- answers to CCWESTT Candidate Information questions below (max 1-page response)

To: bonnie.douglas@ccwestt.ca with Subject Heading – Ontario Lead Application

Closing Date: August 23, 2019, or until a successful candidate is found. Interviews will be held via videoconferencing.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. CCWESTT is actively committed to diversity and the principles of Employment Equity. Women, Indigenous Peoples, members of visible minorities, LGBTQ, and people with disabilities are especially encouraged to apply and to voluntarily self-identify as a member of a designated group.
CCWESTT Candidate Information

Please summarize your experiences and qualifications in the following areas (max 1 page for responses to all questions).

1. Knowledge of diversity and inclusion challenges limiting the participation of women in the workplace.
2. Collecting, analyzing and reporting data.
3. Independent work experience, working as a member of a team, and reporting remotely.
4. Networking and outreach with community groups.
5. Social media communication
6. Facilitation and Active Listening.
7. Writing competencies, oral communication skills, and proficiency in Microsoft Office and Google Suite.
8. Knowledge of trades and apprenticeship.

Also:
* Are you able to work remotely from an independent office?  Yes. No.

* Are you willing to travel as required to complete the project?  Yes. No.