

Equity, Diversity & Inclusion Advisor

<p>What you'll get as an IABC/Calgary volunteer:</p>	<p>Make connections and get insight into how a Board operates.</p> <p>Grow with us! Continue to build your skills in another portfolio, on a special project or by joining our Board of Directors.</p>
<p>What you get from this role:</p>	<p>Aspiring to move into or grow your career in the area of Equity, Diversity & Inclusion? It takes more than great communications skills. Learn and demonstrate new skills all while being supported by your IABC/Calgary colleagues!</p>
<p>Level of Expertise:</p>	<p>We are looking for someone with experience in the area of Equity, Diversity & Inclusion (ED&I) to support IABC/Calgary as we ensure we are reflecting our profession and our members' diversity. We aim to have increased alignment with our longstanding core belief of welcoming diverse communication professionals. It is time to put a formal focus into this value to ensure it is demonstrated in all areas of IABC/Calgary.</p> <p>We are open to someone with 3-5 years of experience in a professional role who is looking to build skills and support work in this area.</p>
<p>Time Commitment:</p>	<p>10 hours monthly</p>
<p>Duties:</p>	<p>This role is for a one-year term. At the end of the term, the President and volunteer will decide if the role will be split into multiple roles or become a new portfolio.</p> <p>Description of duties:</p> <ul style="list-style-type: none"> • Develop questions for our annual survey that allow the Board to understand members' perspectives of IABC and IABC/Calgary's diversity, equity and inclusion. Develop questions to understand members' needs around diversity, equity and inclusion.

	<ul style="list-style-type: none"> • Make recommendations based on feedback in members' survey. • Connect with IABC colleagues around the world to learn their approach to ED&I and review IABC resources on the subject. • Develop a plan in collaboration with IABC/Calgary Executive outlining ways ED&I can be incorporated throughout our chapter. • Create best practices for language through an ED&I lens on IABC/Calgary's communications (The Current, website, volunteer job descriptions, surveys and more).
Experience:	<ul style="list-style-type: none"> • Degree in communications, public relations, human resources. • Experience in an Equity, Diversity & Inclusion role is considered an asset. • Volunteer experience is considered an asset. • An ABC, C.A.A.P, or CMP, SCMP is considered an asset. • Interest in leading, advising or supporting in the areas of Equity, Diversity and Inclusion is vital.
Technology:	The successful candidate will become familiar with Slack, Google Forms, Survey Monkey, Box, and other technology that helps them in their role.
Reporting to:	Outgoing President, IABC/Calgary.