

TITLE

Diversity and Inclusion Coordinator

REPORTS TO

Executive Director

SUPERVISORY RESPONSIBILITIES

None

OVERVIEW

The Diversity and Inclusion Coordinator works with the Executive Director and the NSBA team to help develop and implement the NSBA's diversity and inclusion initiatives. The Diversity and Inclusion Coordinator will be responsible for building connections with various groups and communities that are currently underrepresented in the industry in order to achieve a workforce that is more representative of the general population while also helping to address workforce shortages in the industry. The Diversity and Inclusion Coordinator will also be responsible for helping the NSBA to be a welcoming organization and supporting companies in the industry to be welcoming workplaces for people from diverse groups and communities.

ORGANIZATION INFORMATION:

The Nova Scotia Boatbuilders Association (NSBA) is a nonprofit industry association that supports and represents the boatbuilding and boat repair and service industry in Nova Scotia along with related industries. The organization engages in a variety of activities and programs on its own and in partnership with government, other nonprofits, education, and industry. For more information, visit nsboats.com or contact the office at 902-423-2378.

RESPONSIBILITIES/ACCOUNTABILITIES

Note: This position requires the ability to work both independently and cooperatively, as many of the duties described are related to work being done by other NSBA team members.

General Diversity and Inclusion Activities:

- Advise other NSBA team members on how to be a welcoming organization for people from diverse groups and communities.
- Bring a diversity lens to the NSBA's activities and communications.
- With other NSBA team members, develop a strategy and workplan to assess and increase diversity and inclusion in the boatbuilding and marine repair industry.
- With participant consent, work with the Communications Specialist and other NSBA team members to share success stories of people from diverse groups and communities who have established careers in the boatbuilding and marine repair industry.
- Where possible and with consent from individuals involved, develop and maintain statistics about the labour market participation and experience of people from diverse communities in the industry.

- Help to represent the NSBA and the boatbuilding and marine repair industry at various events including trade conferences.
- Prepare and submit reports as required.
- Engage in other activities as needed to support the success of NSBA and industry.

Community Partnership Building:

- Identify groups and communities in Nova Scotia and the Maritime Provinces that are currently underrepresented in the boatbuilding and marine repair industry, including but not limited to indigenous communities, black communities, other communities that include people of colour, LGBTQ+ communities, women, youth, and disabled communities.
- Work with identified groups and communities to understand what interest they may have in participating in the boatbuilding and marine repair industry and how we can support their participation. This may include offering information sessions about the industry, participating in small group meetings, sharing information resources, visiting the communities to learn more about their goals and needs, working with other NSBA team members to offer relevant training, and more.
- Maintain records and data about the above activities in order to better measure the impact of various initiatives.

International Recruitment and Settlement:

- With input from the boatbuilding and marine repair industry, identify countries and regions with the highest potential for having workers with skills relevant to the local industry.
- Work with the NS Office of Immigration to arrange recruiting activities in these locations.
- Monitor the Atlantic Immigration Pilot Program (AIPP) list of approved employers for companies that are within the NSBA's scope of service, especially NSBA members.
- Work with boatbuilding and marine repair companies on the AIPP approved employers list to ensure they understand their responsibilities to workers brought to Canada under this program and that they are aware of available resources and programs to help with immigrant settlement and retention.
- Where possible, work with immigrants who come to the local industry through various streams, including economic immigration pathways like AIPP as well as other pathways, to ensure those immigrants are as well-supported as possible in their communities and places of employment.
- Develop a partnership with current immigrant settlement service providers such as the Immigrant Services Association of NS to identify newcomers to Canada who may have relevant skills to work in the boatbuilding and marine repair industry, or who may be willing to learn such skills if they have access to training programs.
- Work with the Training and Certification Coordinator to recognize prior learning where immigrants and newcomers have industry-relevant pre-existing skills and training.
- Maintain records and data about the above activities in order to better measure the impact of various initiatives.

Youth and Newcomer Communications Strategy:

- Work with the Communications Specialist and others involved in the development and implementation of a Communications Strategy to increase engagement of youth and Canadian newcomers in the industry.

- Bring a diversity lens to this project, including helping to identify situations where the NSBA’s current activities and approach are unlikely to effectively connect with Canadian newcomers and other diverse groups and communities. This may include identifying barriers such as language, cultural disconnects, technology challenges, geography, and more.

Supporting Welcoming Workplaces:

- Promote awareness of welcoming workplace resources provided by partner organizations such as NS Works.
- Coordinate information sessions for people in the industry who want to better understand issues related to workplace inclusion. Topics might include language use, the lived experience of people in certain groups and communities, the importance of symbols, understanding microaggression, and more. This work would involve identifying and arranging guest speakers as required.

KNOWLEDGE, SKILLS AND ABILITIES

Required

The successful candidate must:

- Have an undergraduate degree in a relevant field as well as a minimum of 3 years of related work experience; additional work experience will be considered in place of education and additional training/education will be considered in place of work experience.
- Have a good awareness of and appreciation for the lived experiences of people from diverse groups and communities;
- Be patient and tolerant and willing to consider various perspectives;
- Believe in the value and importance of the boatbuilding and repair industry for Nova Scotia’s economy and heritage;
- Be comfortable with Microsoft Word, Excel, PowerPoint, and Gmail; be able to maintain accuracy in electronic and written records;
- Have strong written and verbal communication skills;
- Be comfortable initiating contact with people by phone and email;
- Be willing to occasionally work outside of normal working hours (see Working Conditions);
- Have a valid Canadian driver’s license and be willing to travel as needed for work (see Travel under Working Conditions).
- Be willing to increase knowledge and skills through formal and informal training;
- Have good organizational skills, including the ability to organize work so that other NSBA team members can find information about a project / activity if the employee is unavailable;
- Be able to work well under pressure and manage time effectively;
- Understand ethical behaviour and behave in a way that is consistent with these standards and aligns with the values of the organization; and
- Have a good attitude centered on working productively with others to achieve shared goals.

Preferred

The successful candidate would ideally:

- Have a good understanding of the boatbuilding and repair industry, especially in Nova Scotia;
- Have a basic understanding of apprenticeship and trade certification; and
- Have a space where they can work remotely that has a reliable internet connection.

PERFORMANCE AND EVALUATION

Employees are expected to maintain a high standard of work with attention to accuracy. Employees are expected to be polite and professional at all times with co-workers, NSBA members, and the public. Evaluations will be done after a three-month probationary period, then at the end of each twelve-month period after the initial start date.

WORKING CONDITIONS

A significant portion of work is done in an office environment, but duties may involve travel and other activities in a variety of settings. The NSBA office is situated in a marine facility and has a small number of staff who work closely together. There is some flexibility in work location and scheduling due to COVID-19, but employees must be accessible during regular working hours, even if they choose to do some of their work outside regular working hours. Once the public health situation improves, employees will still have some flexibility regarding work location and schedules but certain days each week may be designated as team days in the office.

Physical and Environmental Demands

Extended periods of computer work are common. Exposure to noise, dust, and chemical smells is common while conducting site visits. Site visits may involve stairs and other structures that require good physical mobility.

Travel conditions may include long periods of driving and transporting personal luggage and supplies. Attendance at meetings of varying duration is also required. Normal working hours are 8 hours per day, 5 days per week but there is flexibility to accommodate travel schedules for site visits and other training activities. On travel days, work may extend beyond 8 hours per day but this time is balanced with other schedule adjustments or provided as time in lieu. Weekend work is rare but may be required for boat shows and conferences or other purposes.

Travel Demands

- Some industry site visits within Nova Scotia and other Maritime provinces to ensure a good understanding of the local boatbuilding and marine repair industry and to build relationships with members;
- Travel outside Nova Scotia is not routinely required but may occur for activities such as conferences.

Mental Demands

Some projects may require working to fixed deadlines, which may cause stressful working conditions for short periods of time. This position involves supporting people through change,

which can be stressful for everyone involved. The individual in this position may have greater exposure than other positions to negative aspects of human behaviour, such as hearing first person stories of racism and discrimination in the past or present or hearing language that may be considered insensitive or offensive, even when that wasn't the intent of the speaker. The work related to this position may not be welcomed or understood by everyone in the industry.

The Diversity and Inclusion Coordinator will be supported by the NSBA team, both formally and informally, and all NSBA employees have access to an Employee and Family Assistance Program for mental health and wellness.

HOURS, COMPENSATION AND BENEFITS:

- Salary to be determined based on qualifications
- Occasional overtime that is offset with schedule flexibility / compensatory hours;
- Three weeks paid vacation per year with increases at specified intervals.

TERM OF EMPLOYMENT

To March 31, 2022, with possibility of extension (subject to funding).

LOCATION

The NSBA's main office is in Dartmouth, Nova Scotia, and work may also be done from home offices; there may also be travel around Nova Scotia and occasionally outside of Nova Scotia.

APPLICATION DEADLINE

This position will remain open until a suitable candidate is identified. Applications will be reviewed starting April 19, 2021.

HOW TO APPLY:

Please submit your letter of application stating the skills and approach you would bring to the position and your salary expectations with your CV/Resume in strict confidence.

Only those candidates selected for an interview will be contacted.

Contact:

Jan Fullerton, Executive Director
exec@nsboats.com

NS Boatbuilders Association
21220 – 27 Parker Street
Dartmouth, NS B2Y 4T5