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## ***INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY COORDINATOR*** ***3-YEAR TERM, FULL-TIME***

**JOB SCOPE:** Reporting to the Chief Administrative Officer (CAO) or designate of the Cape Breton Regional Municipality, the IDEA Coordinator is responsible for advancing the municipality's commitment to equity, diversity, inclusion, and accessibility. The Coordinator will oversee the implementation, and monitoring of the CBRM's Accessibility Plan and Equity & Anti-Racism Plan, ensuring compliance with provincial legislation and municipal goals. *[Continues on page 3]*

**DEPARTMENT:** Chief Administrative Officer's Office | **BARGAINING UNIT:** Non-union/Confidential

**SALARY RANGE:** \$74,909 to \$78,852

**MINIMUM QUALIFICATIONS: (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)**

- Undergraduate degree in a related discipline (e.g., behavioral sciences, human resource management, social sciences, education, communication, or public administration). Equivalent education and experience in IDEA fields will be considered.
- Experience in municipal government, community development, or fields such as diversity and inclusion, Indigenous studies, gender studies, social work, or public health.
- Demonstrated commitment to fostering diversity, inclusion, and belonging in a professional environment.
- Strong knowledge of IDEA best practices, legislation, and frameworks.
- Experience in consultation, strategic planning, and project management.
- A valid Class 5 driver's license.
- *Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations. This will be requested at a later date.*
- *Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.*

**CLOSING DATE FOR APPLICATIONS: Friday, October 9<sup>th</sup>, 2026, at 4:00PM**

Please quote **Competition Reference #26.76-E** and apply using any channel below:

**E-mail:** [jobapplications@cbrm.ns.ca](mailto:jobapplications@cbrm.ns.ca) | **Fax:** 902-563-5582

**In-person or drop-box (Attn: HR):** 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

We'd like to extend our gratitude to all applicants. Applicants selected to move forward will be contacted by Human Resources.

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*Guided by Employment Equity principles, we encourage applications from members of designated groups, including but not limited to Indigenous peoples, people of African descent, other racially visible persons, persons with disabilities, women in underrepresented occupations or positions, and members of the 2SLGBTQIA+ communities.*



### **JOB DESCRIPTION**

|                        |                                                                    |                         |                        |
|------------------------|--------------------------------------------------------------------|-------------------------|------------------------|
| <b>Position Title:</b> | Inclusion, Diversity, Equity, and Accessibility (IDEA) Coordinator |                         |                        |
| <b>Department:</b>     | Chief Administrative Officer's Office                              | <b>Location:</b>        | City Hall              |
| <b>Reporting to:</b>   | Chief Administrative Officer or designate                          | <b>Bargaining Unit:</b> | Non-Union/Confidential |
| <b>Salary Range:</b>   | \$74,909 to \$78,852                                               |                         |                        |

### **JOB SCOPE:**

Reporting to the Chief Administrative Officer (CAO) or designate of the Cape Breton Regional Municipality, the IDEA Coordinator is responsible for advancing the municipality's commitment to equity, diversity, inclusion, and accessibility. The Coordinator will oversee the implementation, and monitoring of the CBRM's Accessibility Plan and Equity & Anti-Racism Plan, ensuring compliance with provincial legislation and municipal goals.

The IDEA Coordinator will serve as a key advisor to municipal administration and Council, providing leadership and recommendations on policy development, and working to enhance accessibility, inclusivity, and equitable service delivery. The Coordinator will also play a crucial role in fostering a welcoming and collaborative environment that meets the diverse needs of the CBRM community.

### **MAIN FUNCTIONS**

- Maintain up-to-date knowledge of Inclusion, Diversity, Equity, Accessibility (IDEA) issues, trends, and legislation as they apply to CBRM.
- Support and coordinate the activities of the Municipal Accessibility Advisory Committee, ensuring compliance with the Municipal Accessibility Plan and provincial legislation.
- Assist in the creation and implementation of CBRM's Equity and Anti-Racism Strategy, working within legislative timelines and objectives.
- Support and coordinate the activities of the CBRM Diversity Committee in accordance with policy and relevant legislation.
- Review relevant legislation, regulations, and standards, advising on their applicability to CBRM policies and services.
- Develop a framework to evaluate and report on the achievement of CBRM's IDEA goals.
- Provide briefings and strategic advice to senior management, departments, and Council on IDEA issues, policy development, and service improvements.
- Prepare reports and presentations for Council, advisory committees, and senior management.

- Assist in the development of policies, standards, and strategic frameworks regarding municipal goods and services, transportation, employment, communication, and the built environment to ensure alignment with IDEA goals.
- Identify and address barriers to equitable service delivery, recommending strategies to enhance accessibility and inclusion.
- Collaborate with municipal departments to embed IDEA considerations into municipal programs, policies, and service delivery.
- Advise and collaborate with other municipal departments to identify funding opportunities, allocate resources, and secure financial support for IDEA-related components or projects within the municipality.
- Develop and foster relationships with organizations serving diverse populations, leveraging partnerships to enhance IDEA initiatives across the municipality.
- Lead the design and delivery of corporate training related to inclusion, diversity, equity, and accessibility.
- Monitor Council and committee proceedings to ensure that IDEA considerations are addressed in decision-making processes.
- Represent CBRM in discussions with other levels of government, agencies, and organizations on matters related to IDEA.
- Perform other related duties as assigned by the CAO or designate.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to maintain confidentiality and discretion in dealing with sensitive issues.
- Excellent oral and written communication skills, with the ability to engage and connect with diverse groups.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Ability to navigate complex organizational changes and work collaboratively with staff at all levels.
- Strong analytical skills, with the ability to provide sound, strategic advice on sensitive and complex issues.
- Proven ability to establish and maintain effective working relationships within the municipality and with external partners.

### **WORK ENVIRONMENT**

- Based in CBRM Municipal offices with occasional travel required.
- Work hours (Monday to Friday, 8:30 AM to 4:30 PM) with occasional evening and weekend meetings as required.
- Periods of sitting, writing, reading, and computer use.
- Frequent local travel, including within the region, and occasional in-province travel.