

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2026-160

POSITION TITLE: EDI Training and Development Coordinator	
DEPARTMENT: Equity, Diversity, Inclusion, and Poverty Reduction	STATUS: Regular Full-Time, CUPE 7797
# HRS / WEEK: 21	CONTRACT DATES: n/a
REPORT TO: Director, Trustee Hub and EDI	HOURLY RATE: \$32.92
INTERNAL POSTING DATE: September 24, 2026	INTERNAL CLOSING DATE: September 30, 2026

GENERAL DESCRIPTION: Under the supervision of the Director, Trustee Hub and EDI or designate, the Trainer is responsible for the development and implementation of TNGCS's EDI education and training program, human rights and EDI related policies, and initiatives to advance TNGCS' EDI priorities. Through strategies, including but not limited to capacity building, engagement, partnerships, and consultation, the Trainer will lead educational initiatives to integrate and foster anti-racism, equity and inclusion and justice principles and practices across all aspects of TNGCS's mission, vision and values. This position reports to the Director, Trustee Hub and EDI and is part of **CUPE 7797**.

MAJOR DUTIES:

- Analyze and revise current training programs in relation to EDI policies, practices, and services to ensure compliance with current EDI principles and legislations as needed
- Design and facilitate training sessions on foundational knowledge, understanding, values and skills on equity, social justice, Anti-Indigenous racism, Anti-Black racism, Anti-Asian racism, Islamophobia, Anti-Semitism, 2S-LGBTQIA+ inclusion, allyship/accompliceship practices and related initiatives
- Research and implement strategies to effectively engage staff to infuse equity and inclusion in daily practices, and decision making; effectively gain feedback, formal and informal, to inform TNGCS on future needs for training and workshops
- Use an equity and inclusion approach/framework that center reducing harm and prioritizing community care to analyze and use data to develop resources that help staff build a safer work culture, climate, and services to enhance staff sense of belonging
- Find and disseminate staff resources that help share a compelling vision for greater equity and inclusion throughout TNGCS.
- Design sessions that help racialized and otherized staff develop strategies to effectively navigate oppressive systems as they work to transform them.
- Maintain and update participants' attendance and training completion statistics and prepare reports of the same, as needed
- Assist the Director and VP to develop annual reports and other communications, as needed, to support training team initiatives
- Verify online training information is accurate and up to date
- Ensure all administrative functions for hosting internal and external presenters are fully operational
- Manage Microsoft Teams training calendar/s, Eventbrite page, etc.
- Other duties as assigned

REQUIREMENTS & QUALIFICATIONS:

- A degree or diploma in Education Adult Education, Psychology, Sociology, Women's and Gender Studies, Social Work, Human Development, Leadership Theory/Student Development Theory/ Critical Race Theory/ Queer Theory, Disability Justice, or related field of study
- 2 years of professional work experience in training and development and program/ administrative support
- Demonstrates personal and professional practice in equity, inclusion, anti-racism with accountability and care
- Enables and inspires open communication, learning, making mistakes with accountability, and creates synergies
- Displays emotional fortitude, empathy, compassion, sensitivity, reflectivity, and adaptability
- Demonstrates experience in practicing gender equity, anti-racist practices, Indigenous ways of knowing and being, and /or working across difference through an intersectional lens
- Values, seeks, and practices ongoing learning to contribute to a culture of learning and accountability at TNGCS
- Superior communication, facilitation and presentation skills
- Strong interpersonal/relational skills including working with subject matter experts to enhance training and workshop content
- Understands and utilizes adult learning principles and effective, responsive learning methodologies
- Understanding of and ability to work effectively in a unionized environment
- Sound knowledge of the Ontario Human Rights Code and other relevant legislation
- Solid knowledge of Microsoft systems – (i.e. Teams, Word, Excel, PowerPoint)

To apply, submit your resume with "TNG2026-160" in the subject line of your email to: careers@tngcs.org