

**Posting #25-080CU**

## **Specialist, Equity and Inclusion**

### **Office of Equity and Inclusion**

### **Regular, Full-time**

#### **Purpose**

The Specialist, Equity and Inclusion plays a vital role in advancing the University of Northern British Columbia's (UNBC's) commitments to equity, diversity, inclusion, accessibility (EDIA), and anti-oppression. Reporting to the Manager, Equity and Inclusion, the Specialist brings an equity-oriented lens and subject-matter expertise to improve equitable and inclusive practices, initiatives, and supports across the university.

Acting as a trusted resource for students, staff, and faculty, the Specialist provides advisory guidance, facilitates education and training, and coordinates institution-wide initiatives that embed equity into policies, systems, and culture. The role requires a strong grounding in equity and trauma-informed practices, advanced communication and public speaking skills for diverse and public audiences, robust research and policy analysis capabilities, and applied experience in project coordination and initiative management to effectively support complex, institution-wide equity initiatives. Working collaboratively with internal departments and external partners, the Specialist helps address systemic barriers, build institutional capacity, and advance transformational change.

#### **Responsibilities**

Duties include but are not limited to:

- Serving as a key point of contact, expert, and community liaison to students, staff, and faculty on equity-related issues, requests, and concerns;
- Providing expert consultation to departments on equitable and inclusive practices, anti-oppression principles, developing pathways for accessibility, and equity-focused data insights for decision-making;
- Supporting UNBC's Equity Strategy, Accessibility Plan, and associated institutional action plans, mandates, and signatories (UNBC Research Plan, Global Engagement Plan, Scarborough Charter, Universities Canada);
- Designing, facilitating, and assessing university-wide EDIA in-person and online training, workshops, asynchronous courses, and curriculum for students, staff, and faculty;
- Responsible for facilitating the implementation of the Accessibility Plan initiatives and compliance with accessibility-related legislation;
- Triaging student complaints related to discrimination, harassment, or human rights, providing culturally responsive support and referrals;
- Conducting research, landscape scans, and data analysis to inform evidence-based internal processes, knowledge sharing, and initiative building;
- Supporting the development and revision of institutional policies, procedures, and service models through an equity and inclusion lens;
- Actively participating in institutional committees, task forces, and working groups;
- Coordinating institutional messaging on EDIA matters, including participation in social media campaigns and media responses;

- Designing and implementing student-focused programming that support student inclusion, retention, and well-being (i.e. Magnifying Black Voices Program);
- Contributing to Truth and Reconciliation efforts, including educational programming, and relationship-building with Indigenous partners;
- Representing UNBC at off-campus events and initiatives to increase institutional presence as well as build and foster community connections;
- Writing and submitting grant applications to support strategic equity projects and secure funding;
- Preparing and presenting briefings, reports, and proposals for internal and external audiences; and
- Managing records, maintaining websites, support administrative functions, and coordinating honoraria for equity-related initiatives.

## Qualifications

The successful candidate will possess the following:

- Deep understanding of systemic inequities in postsecondary environments, particularly those affecting equity-deserving communities;
- A minimum of a four-year post-secondary degree in a related field (e.g., Education, Human Rights, Indigenous Studies). A Master's degree is preferred; and
- At least two (2) years of related experience in an EDI-focused role within a complex or unionized organization

A minimum of 2 years of related experience, including:

- Related experience in an EDI-focused role within a complex or unionized organization;
- Proven Experience with data analysis, policy interpretation, and evidence-based decision-making;
- Experience with facilitation, public speaking, event hosting, and training design; and
- Strong working knowledge of accessibility and employment equity legislation, including data privacy requirements.

## Skills and Competencies

- Demonstrated ability to lead institutional change and build inclusive organizational culture;
- In-depth knowledge across two or more equity domains (e.g. anti-racism, disability justice, 2SLGBTQIA+ inclusion, Indigenous rights);
- Direct experience supporting Truth and Reconciliation initiatives and Indigenous engagement;
- Excellent interpersonal, written, and verbal communication skills, including writing for diverse audiences;
- Proficiency in Microsoft Office Suite and digital collaboration platforms;
- Strong organizational, project coordination, and time management skills;
- Applied knowledge of trauma-informed approaches and culturally responsive practices; and
- Demonstrated capacity to manage sensitive, complex issues with discretion and empathy.

The successful candidates must be able to provide a clear criminal record check and have a valid BC driver's license.

An equivalent combination of education and experience will be considered.

## Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$74,019.40 to \$77,058.80 and the normal starting salary will be \$74,019.40.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday. This role may require occasional evening or weekend work. Flexible work arrangements may be considered in alignment with operational needs.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.



With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-080CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30 PM on September 4, 2025.**

