



## **THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

### **DIVERSITY, EQUITY, AND INCLUSION ASSISTANT TEMPORARY, FULL TIME (1 VACANCY, 35 HOURS PER WEEK) – 4 MONTH CONTRACT**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

The Diversity, Equity and Inclusion (DEI) Assistant reports to the Manager of Community Development within the Community Services Department. The position will work as part of Community Development Division supporting the Township's DEI initiatives and providing support to staff, the DEI Advisory Committee, and Council.

#### **Main Duties and Responsibilities**

##### **Administration**

- Provide administrative and technical expertise and support to the Manager of Community Development for all the DEI programs, projects, initiatives, marketing, and communication
- Assist with event coordination activities and special events. (Canada Day, New Resident Reception, Culture Days, Volunteer Fair)
- Responsible for working in accordance with the Occupational Health and Safety Act and Regulations, the Township of Centre Wellington's policies and procedures, as well as established industry guidelines

##### **Project Based Support**

- Edit and implement an equity calendar and work with the Communications Team for delivery and promotion of the calendar
- Support development of content for website and social media
- Implement a grant stream for DEI community led events. This work will include updating a timeline, policy, scoring matrix, website landing page, communications package and more
- Review existing Township policies and identify opportunities for modifications to align with DEI principles
- Investigate opportunities for the Township to create an illumination program.
- Support other ad hoc DEI projects and initiatives, as required

##### **Other**

- Attend and contribute to content for the Township's DEI Advisory Committee meetings
- Attend other Council, staff, and committee meetings as required and relevant
- Present outcomes of DEI projects, policy development or initiatives to staff, Advisory committees, and Council as required
- Communication experience (media releases, email communication, etc.)
- Assistance to other departments (including Human Resources)
- Perform other duties as required

## Minimum Qualifications and Requirements

### Education

- Enrolled or recently graduated from a post-secondary diploma or degree in Sociology, Equity Studies, Social Justice, or a related field

### Knowledge/Skill/Ability

- Excellent written, verbal, visual, and interpersonal skills
- Strong organizational, time management, and problem-solving skills
- Demonstrated initiative and accountability
- Proficient in using the Microsoft Office Suite
- Interest in Ontario and/or local government and public administration
- Must possess a valid Class 'G' Driver's License and access to a reliable vehicle

**Work Location:** Centre Wellington Community Sportsplex (550 Belsyde Ave E, Fergus ON N1M 2W5)

**Hours of Work:** Monday to Friday, 35 hours per week, May to August.

**Hourly Wage:** \$23.67 (2026 Rate)

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **February 8, at 11:59 p.m.** Please quote job posting '2026-8' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*