



Elmwood Community Resource Centre

Job Posting: Executive Leaders of Colour Project Coordinator

Position Title: Executive Leaders of Colour Project Coordinator

Employment Type: 20 hours per week-Part-Time,

Salary: \$25-\$30

Closing date: January 23rd, 2026

Anticipated Start Date: March 02, 2026

Position Summary

The **Executive Leaders of Colour Project Coordinator** plays a central role in coordinating and implementing ELOCN's activities and strategic priorities. This position supports network development, communications, leadership sessions, research, and sector-capacity initiatives aligned with ELOCN's mission of advancing equity, belonging, and sustainable leadership within the nonprofit sector. This role is ideal for someone who is deeply committed to equity and inclusion, enjoys organizing and connecting people, and is passionate about amplifying the voices and leadership of racialized communities.

Responsibilities

- Coordinate ELOCN meetings, workshops, and events (virtual and in-person).
- Lead project setup activities, including workplans, timelines, onboarding materials, and coordination systems to ensure smooth implementation.
- Prepare and distribute agendas, meeting minutes, and follow-up action items.
- Support facilitation logistics (room booking, catering, technology setup, materials preparation).
- Maintain accurate attendance records, registration lists, and evaluation summaries.
- Manage internal and external communications for ELOCN, including email updates, newsletters, and social media content.
- Support outreach to current and prospective network members, partners, and collaborators.
- Assist in developing promotional materials and maintaining the network's online presence.
- Conduct research related to equity-centred leadership, human resources practices, and organizational wellbeing within the nonprofit sector.
- Support the development of HR tools and practices that promote sector wellbeing, including trauma-informed policies, staff retention strategies, anti-oppressive workplace practices, and psychological safety frameworks.
- Develop resources and learning tools for leaders of colour (toolkits, guides, templates).
- Support the creation of mentorship guidelines, including mentor/mentee roles, matching processes, program structure, and evaluation tools.
- Assist in preparing reports, funding applications, presentations, and impact summaries.
- Maintain project files, schedules, contact lists, and documentation.
- Support data entry, evaluation, and reporting activities.
- Develop resources tips, program materials and posters on various programming on a weekly basis and ensure posts have met management expectations prior scheduling publications onto all ECRC social media Outlet;
- Develop blogs covering different topic that are tied to each of the program offered or as needed;

- Submit monthly Centre's activities calendar, website updates ;
- Plan and coordinate all Centre's community events and celebrations;

Qualifications

- Post-secondary degree or certificate in Social Services, Human Resources, or a related field; a combination of education and relevant experience will be considered.
- Knowledge and understanding of equity, diversity, and inclusion issues within the nonprofit or community sector.
- Experience in project coordination, communications, event planning, or related roles.
- Strong interpersonal, written, and verbal communication skills.
- Strong organizational and time-management skills with attention to detail.
- Proficiency with Microsoft Office, Google Workspace, and virtual meeting platforms (Zoom, Microsoft Teams).
- Experience working with racialized and/or newcomer communities.
- Familiarity with Manitoba's nonprofit system or landscape.
- Experience with digital communications or design tools (e.g., Canva, Mailchimp).

Additional Benefits

Regular hours of work will be at the ECRC office between 9:00am – 8:00pm Monday to Friday, however the schedule is flexible to accommodate meetings. After 3 months, the employee will be eligible to participate in the benefit plan which includes extended health to be paid 30% by the employee and 70% by the employer, as well as a match of employee contributions to an RRSP account of up to 2% of the employee's gross salary and 3 weeks of vacation days.

Submit Resumes and a cover letter indicating **the Job Title in the subject line** to

Hilda De Souza

Senior Director People Engagement

E-mail: jobs@elmwoodcrc.ca

*Only successful applicants will be contacted to schedule interview times.