

Equity, Diversity, and Inclusion Program Officer

Reporting to the Director of Neurological Montreal Institute – Hospital (“The Neuro”), with direction from the Chief of Staff and the chair(s) of the Neuro EDI Committee, the Program Officer works collaboratively with The Neuro’s leadership teams and The Neuro EDI Committee to implement The Neuro’s core programming on all aspects related to Equity, Diversity and Inclusion matters.

The successful applicant has excellent presentation skills, is comfortable with public speaking and is able to develop creative, engaging workshops and events that will enhance training and professional development amongst all Neuro staff. . The Program Officer must be able to build relationships across campus and act as a liaison for The Neuro. The incumbent must be comfortable working with a high degree of autonomy.

With the guidance from The Neuro Equity, Diversity and Inclusion Committee, the candidate will have as core focus advancing Equity, Diversity and Inclusion at The Neuro.

Main responsibilities include:

- Identify the evolving Equity, Diversity and Inclusion needs of the Neuro community by liaising with and surveying Neuro faculty, staff, trainees, and on-campus Equity, Diversity and Inclusion experts.
- Build and monitor the implementation of a 5-year Neuro’s Equity, Diversity and Inclusion Action Plan.
- Proactively engage with the community and become the *de facto* go-to person for all Equity, Diversity and Inclusion related matters.
- Assess inclusion in all Neuro activities, including regular data collection and analysis, to determine progress towards indicators and identify areas of need.
- Provide ongoing support to staff, faculty, and trainees in implementing the Action Plan in their activities (e.g., ensuring that funding programs and events follow best practices as outlined in the Action Plan).
- Ensure and supervise the delivery of Equity, Diversity and Inclusion training and resources for the Neuro community (e.g., workshops, online resources).
- Communicate Equity, Diversity and Inclusion related data with The Neuro stakeholders through annual reports and statements.
- Communicate Equity, Diversity and Inclusion related facts and resource through the committee’s website and social media.
- Report progress directly to both Neuro Executive Teams (Hospital and Institute).
- Communicate progress against goals with the Neuro community every year.
- Liaise with other Equity, Diversity and Inclusion instances across McGill University and the MUHC to foster complementarity and avoid duplication of efforts and resources.
- Ensure thorough benchmarks and due diligence on similar academic institutions action plans.
- Make recommendations to the Neuro Equity, Diversity and Inclusion committee on best allocation of the annual budget.
- Responsible of the annual budget, with approval from the committee co-chairs.