



## **Job Description**

**Title:** Talent Development and Diversity Specialist

**Reports To:** Director, Human Resources

**Location:** ACCES Head Office - 489 College Street, Toronto

### **Organization:**

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 39,000 job seekers are served annually at seven locations across the Greater Toronto Area. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way Greater Toronto.

With approximately 200 staff in 7 locations across the GTA, ACCES is a leader in our industry, which is demonstrated, in part, by our steady and significant growth over decades operating as an educator, coach, mentor and partner to job seekers.

Our Human Resources Team focuses on attracting and retaining an engaged and committed workforce; creating an employment experience that is supportive, fair and tolerant; ensuring staff are equipped to provide stellar services within our client community; and supporting initiatives that maintain ACCES as an employer of choice in our industry.

### **Scope:**

As part of the senior management team, this role works together with the Director of HR, COO and Senior Leadership Team to establish the organizational Learning & Development Strategy for staff; develop and source learning content; ensure developmental opportunities are identified and successfully implemented; and measure the effectiveness of learning activities to continually drive improvement.

This role also provides guidance and structure to the ACCES Diversity and Inclusion Committees across the organization, to ensure alignment to our Diversity and Inclusion Strategy.

### **Responsibilities:**

#### **Learning & Development**

- Partner with ACCES leaders to identify learning needs for various levels, teams, individuals within the organization
- Develop a learning strategy and curriculum for career ladders in the program delivery area of the organization
- Design, facilitate and source content (blended approach) for various learning programs
- Leverage content from LinkedIn Learning for deployment to support learning curriculum

- With support from HR Manager & Coordinator, suggest content to support individual development plans

### **Diversity & Inclusion**

- Oversee Diversity and Inclusion Committees, facilitating quarterly calls with sponsors and committees
- Collaborate on project plans for committees for launch and sustainment activities
- Partner with committees and HR on hiring and training initiatives that support diversity goals

### **Qualifications:**

- Undergraduate degree and HR Certification preferred
- Adult Education Designation or Certification an asset
- 10 years' experience in the Learning & Development field
- Demonstrated experience working with diversity and inclusion initiatives
- Expertise in instructional design, course facilitation and online learning content delivery
- Passion for and deep commitment to Diversity, Inclusion and Belonging
- Ability to assess and analyze organizational needs and desires for learning and development and establish a strategic plan to address requirements
- Strong communicator, including verbal, written and presentation skills
- Excellent interpersonal and relationship building skills

We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates who are contacted may be requested to complete a screening video interview using Spark Hire. This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

**Please Note:** ACCES Employment is an equal opportunity employer, strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, people of colour or members of racialized communities, indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.

**Accessibility and Accommodation:** ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.