



VOLUNTEER POSITION DESCRIPTION

Position Title: Anti-racism Program Assistant

Responsible to: Community Engagement Coordinator

Objective of Position: To assist Community Engagement Coordinator in the behind-the-scenes coordination of anti-racism workshops and activities

Position Activities:

- Provides Zoom tech support on a weekly/biweekly basis for online sessions and focus groups – training will be provided
- Assists Community Engagement Coordinator with in-person and online session facilitation tasks
- Provides planning and research support for project-based work
- May support Community Engagement Coordinator in development of anti-racism resources
- Contributes to creating a positive, welcoming learning environment
- Helps boost learners' confidence

Benefits:

Building a more inclusive and welcoming region through helping individuals grow confidence in intervening during racist incidents

Requirements of Volunteer:

- Maintains respectful and culturally sensitive approaches when supporting community
- Previous experience in an anti-racism educator role is an asset
- Ability to utilize online technology, such as Zoom
- Experience working with diverse communities is a plus
- Strong written and spoken English language
- Cross-cultural experience or a personal commitment to learning about other cultures
- A good listener, patient, supportive and empathetic to newcomers
- Able to take direction from Community Engagement Coordinator
- Consistent attendance, reliable, and able to carry out duties independently
- Strong familiarity with the Greater Victoria community and Canadian culture
- A criminal record check is required

Time and Commitment:

- 2.5 - 3.0 hours/shift, 1 shift/week
- Daytime or evening hours
- Minimum 3-month commitment
- Position located at ICA

Guidance and supervision provided by the Community Engagement Coordinator and Coordinator of Volunteer Services

Created Nov 2022