

Position Title : Anti-Racism Training and Education Coordinator***About the organization and position:***

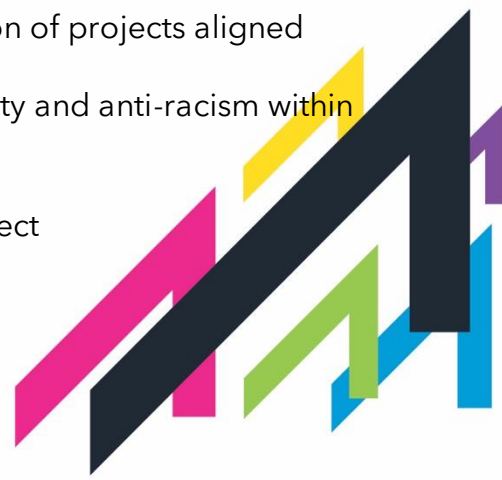
ActionDignity's mission is to collaborate with ethnocultural, racialized, and equity seeking groups to create transformational changes in communities and society. The approach is to catalyze collective impact by building the capacities of grassroots racialized community members to strengthen their communities and bring about systems change. This is achieved through a range of programs aimed at creating change at multiple levels: individuals and families, communities, and policy advocacy for systems change. Currently, ActionDignity provides different programs relating to social inclusion and gender-based violence, mental health collaboration, workers' rights advocacy and public safety, using the intersectional lens of anti-racism.

We are looking for an Anti-Racism Training and Education Coordinator who will be responsible for the implementation of Anti-Racism Trainings and overseeing the Educational Hub of ActionDignity.

This is a part-time position of 20 hours per week with benefits package and requires flexible time commitment.

Responsibilities:

- Provides overall leadership and direction on the delivery and evolution of the systems-led and leadership-based anti-racism educational hub.
- Develops and implements strategy for a sustainable educational hub for anti-racism trainings.
- Research, draft, and write blog posts on anti-racism education for community audiences, translating evidence and practice into accessible content
- Conduct Anti-Racism Trainings for Ethnocultural Groups and Organizations. aligns trainings with the City of Calgary Anti-Racism Framework
- Establish a Community of Practice (CoP) rooted on equity & anti-racism principles. Share the modules, tools, frameworks, & best practices among ECC members.
- Conducts and Plans Knowledge mobilization Events
- Coordinate and oversee the design and implementation of projects aligned with the organization's anti-racism initiatives.
- Contributes to other strategic initiatives to embed equity and anti-racism within ActionDignity.
- Collaborates and builds partnerships with partners
- Responsible for the delivery and evaluation of the project



- Localizes content of the curriculum to meet the needs of stakeholders e.g. case studies and scenarios for approaching anti-racism within the organization.
- Reviews curriculum on a regular basis for relevance and to align with emerging best practices.

Other tasks

- Write regular reports.
- Perform other duties as required.

Qualifications

- University degree or equivalent education and experience. Master's degree is an asset.
- 5 years of experience and a track record of growing and developing training programs in equity and anti-racism.
- Demonstrated ability in facilitating and managing sensitive conversations.
- Experience with the use of new technologies to design and implement training.
- Demonstrated strong understanding of equity, intersectionality, anti-racism, decolonization, inclusion, anti-oppression, Human Rights Act, and the application of those terms and frameworks in an institutional or organizational context.
- Exceptional listening, oral and written communication skills, and the ability to present ideas fluently and compellingly.
- Diplomacy and tact in working with external groups.
- Excellent judgement, with the ability to execute decisions with confidence.
- Knowledge of experiential education and a high degree of interpersonal skill to nurture relationships with a range of stakeholders.
- Demonstrated ability to write clear, engaging content (e.g., blogs, articles, briefs) on equity, anti-racism, or social justice topics.
- Demonstrated project management skills.
- Advanced experience with Microsoft Office programs, SharePoint, and/or other data content management systems.
- Open to flexible work hours including evenings and weekends

Kindly submit both the cover letter and resume specifying **Job Posting No. 2026-02** through any of the following channels:

- By email: jobs@actiondignity.org
- By fax: 403 262 8973
- By mail, please address to:
Human Resources Department
Action Dignity Society
915 33 Street NE, Calgary, AB T2A 6T2



This post will remain open until **September 11, 2026**, or until we find a suitable candidate.

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Thank you.

