

WE'RE HIRING

KOJO INSTITUTE

Position: Senior Associates Manager

Hours: 35 hours/week

Location: Remote; occasional in-person client/team meetings/presentations/events post-COVID (Toronto-based)

Overview

KOJO Institute is a leader in equity consulting, directing organizations beyond “diversity quotas” and buzzwords towards truly equitable cultures and outcomes. We have guided dozens of organizations and institutions, both in the public and private sectors, towards social justice and systems change.

The KOJO Institute Senior Associates Manager has two main functions: 1) to provide leadership and oversight to a pool of consulting associates who deliver our innovative training and professional development solutions to our clients; and 2) to support content and programming development and management for the Institute.

Responsibilities

Client-Facing Duties

- Design and deliver learning experiences to:
 - Establish and grow the competence and capacity of KOJO Associates to effectively facilitate and train our clients.
 - Develop and grow the associates' familiarity and competence with KOJO frameworks, culture and expectations
- Prepare for and facilitate virtual and in-person learning experiences
- Work in collaboration with the Principal Consultant to develop KOJO programming and products
- Provide executive coaching and/or consultation to KOJO clients where assigned
- Guide KOJO clients towards a deeper awareness of the personal, cultural, and systemic nature of inequities in Canadian and global contexts, focusing on how that has been perpetrated in society and what is required to address/eradicate those inequities.
- Complete client case note documentation, handle confidential data, and ensure quality audit measures are achieved following corporate standards.
- Occasionally assist with marketing and outreach for KOJO programming when necessary.
- Attend to occasional client service requests by responding to telephone and/or direct inquiries.

Team Leadership Duties

- Complete a wide variety of administrative tasks that facilitate the effective operations of the consultant pool, including but not limited to:
 - Managing the associate contracts and non-disclosure agreements archive
 - Collecting and disseminating professional development resources related to industry updates, operations, and client-related references.
- Preparing for and chairing monthly associates' meetings
- Discover, recruit, and onboard consulting associates to serve on the KOJO team.
- Train, mentor and supervise consulting associates in the delivery of KOJO solutions.
- Work with the project management team in the assignment of associates to client projects.
- Oversee and approve the design of client learning materials, teaching plans, and outcome reports produced by the team of associates

- Liaise with the Principal Consultant to develop policies and procedures related to the organization and development of the associate's pool.
- Prepare associate performance reviews, development recommendations, and improvement incentives.

Qualifications

- Undergraduate degree or college diploma in Sociology, Social Work, Psychology, Social Services, Communications, Education, Human Resources, Humanities or related field
- Graduate Degree an asset
- Minimum of 3 years leading equity or anti-racism organizational and/or system change
- Minimum of 1 year of experience with team leadership/management
- Minimum of 3 years of experience in the following:
 - Working in public, non-profit, not-for-profit sectors, social services, human resources training, organizational change, counselling, teaching, or business consultation.
 - Counselling, teaching or facilitating anti-racism, anti-Black racism, anti-oppressive practice frameworks, or equity workshops.
- Knowledge/understanding about race, sexual orientation and identity, gender identity, ethnicity, age, physical and mental ability, religion and intersectionality.
- Experience in working with members of different cultural and racial backgrounds, including visible and non-visible dimensions of diversity.
- Confidence working with organizational leadership, executives, or senior stakeholders is an asset.
- Superior presentation and written communication skills
- Well-developed interpersonal and relationship-building skills, an ability to establish rapport, and excellent communication with clients and team members

Interested applicants should visit kojoinstitute.com/jobs to complete the application form and submit a resume no later than Friday, March 26th, 2021.

We appreciate the interest of all applicants but will only be contacting those candidates who we will be interviewing. We will only be interviewing those candidates whose skills, experience, and qualifications best meet the requirements of the position.

KOJO Institute is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff, inclusive of historically marginalized people. We will make any reasonable accommodation, based on any of the human rights protected grounds, to support candidates to participate in the hiring process.

When contacted, candidates will be provided with an overview of the various elements of the selection process such as tests or skills demonstrations. For interviewing, we will provide accommodations (i.e., rescheduling of interviews that fall on religious holy days) if we are advised of an applicant's needs in advance of any part of the selection process.