

Job Posting:**Diversity Initiatives Coordinator**

Location: St. John's, NL (hybrid)

Contract Term: October 6, 2025 - February 13, 2026 (temporary)

Compensation: \$16/hour, 35 hours per week

Application Deadline: 11:59 PM NDT on August 31, 2025

The Museum Association of Newfoundland and Labrador (MANL) is a charitable organization representing institutions and individuals interested in the preservation and promotion of the province's material and cultural heritage. The Association was incorporated in 1980 under the leadership of a volunteer Board of Directors representative of the museum and heritage community in the province.

Position Overview:

Working under the supervision of the Managing Director and the Program Coordinator, the Diversity Initiatives Coordinator will work towards implementation of diversity, equity and inclusion initiatives within the organization, as well as provide advice, education and guidance to member institutions. The role will mainly focus on resource development and dissemination, but will also involve research, outreach, and advice on special projects. The incumbent will also be responsible for assisting MANL staff, board and partners in the delivery of the 2025 Heritage Conference, taking place on October 17th-18th in St. John's, as well as pre-conference professional development offerings, happening during the week leading up to the conference.

Job Responsibilities:

- Develop diversity initiatives that support MANL's mission and goals.
- Liaise with stakeholders and community partners to develop programs on the topics of diversity, equity and inclusion.
- Conduct program research and evaluation.
- Create resources and tool kits for community museums to help foster diversity, equity and inclusion.
- Assist MANL staff with outreach and fundraising initiatives.
- Develop and deliver webinars on the topics of diversity, equity and inclusion.
- Assist in reviewing and updating MANL's policies and procedures.
- Create informative and engaging content for MANL's website and social media.
- Write, source, edit and proofread articles for the MANL Newsletter.
- Assist in updating the website.
- Provide administrative support to the MANL staff as required.
- Assist with the development of reports, proposals and grant applications.
- Assist with the overall delivery of the 2025 Heritage Conference and pre-conference professional development offerings, with a focus on on-site event execution and troubleshooting.
- Communicate with and assist delegates, special guests, panelists during the 2025 Heritage Conference.

Museum Association of Newfoundland and Labrador (MANL)

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- Act as a point of contact for guests and stakeholders during the 2025 Heritage Conference.
- Attend meetings and prepare reports, agendas, and minutes as necessary.
- Other duties as required.

Skills & Qualifications

- Minimum 1 year of experience in the non-profit sector, either through employment or volunteering.
- Exposure to diverse communities in the province, either through employment or volunteering, would be considered a strong asset.
- Bachelor's degree in museum studies, history, education, social studies, or a related field would be considered an asset.
- Experience in program development is preferred.
- Proficiency in Zoom, Google Suite (Docs, Sheets, Drive, Gmail, Calendar, Meet), Canva, Adobe Acrobat, Meta Business Suite.
- Comfortable with Microsoft 365 (Word, Excel, PowerPoint, Teams).
- Working knowledge of WordPress; experience in website content management would be considered an asset.
- Familiarity with the GLAM and heritage sectors in Newfoundland and Labrador would be considered an asset.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills; must be confident speaking with new people both in person and by phone.
- Ability to work and perform effectively in a multi-tasking, fast-paced team environment.
- Strong interpersonal and relationship building skills.
- Ability to handle confidential information with discretion.
- Ability to work independently and remotely.

Working Conditions:

Work will primarily be carried out remotely, with in-person availability required during the week of the 2025 Heritage Conference. Occasional in-person availability at MANL's office in St. John's will be required. Flexibility is essential, with some evening and weekend hours expected during the 2025 Heritage Conference and other special events. The position requires some on-site work with MANL staff and interaction with the public during events. Some lifting (up to 30 lbs) may be required. The candidate must provide a valid certificate of conduct from the RNC.

Eligibility:

This position is subsidized through the [Achieving Success through Community ENgagement & Development \(ASCEND\)](#) program, funded by the Government of Canada and led by Community Sector Council Newfoundland and Labrador (CSCNL). To meet the eligibility criteria, candidates must be between 15 and 30 years of age, and currently not in employment, education, or training. All eligible candidates must first register with the ASCEND program.

How to Apply:

1. Register with the ASCEND program [here](#).
2. Submit a cover letter and resume as one PDF via email to programs@museumsnl.ca. Please put "YOUR NAME – Diversity Initiatives Coordinator" in the subject line.

We thank all applicants, however, only those selected for the interview will be contacted.

MANL is committed to fostering diversity and removing barriers to inclusion, and strongly encourages applications from all qualified individuals, including, but not limited to IBPOC individuals, members of the 2SLGBTQ+ community, gender-diverse individuals, persons with disabilities, neurodiverse individuals, refugees, newcomers to Canada, and others who may contribute their perspectives and lived experience to the further diversification of the organization.