

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>Promotions, Accessibility and  Diversity Facilitator</b>
	Union / Non-Union: <b>NON-UNION</b>	Classification Type: <b>Seasonal</b>
	Salary Classification: <b>\$19.00/HR</b>	Approval Date: <b>December 9, 2025</b>

### **General Job Responsibility**

Promotions, Accessibility and Diversity Facilitator shall be responsible for assisting the Community Development Department with all aspects of programming and promotions related to equity, diversity, inclusion, and accessibility. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

### **Accountability**

This position reports directly to the Director of Community Development

### **Specific Job Responsibilities**

1. Assist with Inclusion, Diversity, Equity and Accessibility (IDEA) in Annapolis County and participate in educational sessions.
2. Attend plain language training and other relevant programs to support the responsibilities of the position.
3. Work with other staff to develop new and innovative ways to promote IDEA initiatives across the County.
4. Assist with the creation of an online listing for local farms, food and beverage opportunities available in the County.
5. Help create a photo inventory for various needs of the County.
6. Create a tourism brochure on Accessible opportunities in Annapolis County and promote at Visitor Information Centres(VIC's).
7. Create training sessions with seasonal staff on accessibility opportunities with VIC's.
8. Develop accessible programs and awareness initiatives within the County.
9. Support recreation programs by promoting accessible and equitable opportunities.
10. Support the creation of educational opportunities focused on accessibility and diversity and provide at Municipal work sites.
11. Create bi-weekly social media posts to raise educational awareness around IDEA.
12. Support Community Development staff in planning events for National Accessibility Week.
13. Compile a resource guide for funding opportunities supporting IDEA initiatives.
14. Develop a promotional webpage on the County's website highlighting accessible opportunities currently available.
15. Organize displays at special events and programs to showcase accessible equipment owned by the County of Annapolis.
16. Perform other duties as assigned by the Director of Community Development.

## **Qualifications and Expectations**

Candidates for this position must have a minimum of a grade 12 education with preference given to those enrolled in post-secondary education working towards a degree in Recreation, Communications, or Community Development.

Due to the nature of this position, the employee must:

- Be comfortable working in a public facing role
- Have a strong working knowledge of Microsoft Office
- Be able to work flexible hours including weekends and holidays
- Be comfortable working individually and as a team, and have strong interpersonal and communication skills.

Successful candidates must provide satisfactory criminal background and vulnerable sector checks as well as an acceptable driver's abstract.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*