

Job Posting

Anti-Racism Network Coordinator

Part-time, 20 hours per week (0.67FTE), 1-year contract

Application period: May 9–~~May 27~~ until filled

Compensation: \$39,520-50,000 salary (\$38-48/hour or \$1,647-2,083 semi-monthly) plus \$450 annual gym membership/wellness supplement, health and dental insurance, 2 weeks paid vacation

Eligibility: Canadian citizen or permanent resident or refugee status with legal entitlement to work

Job Location: xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations (Vancouver, British Columbia).

Reporting to: Executive Director

221A is seeking applications for the role of **Anti-Racism Network Coordinator** to support the next chapter of the Sector Equity for Anti-Racism in the Arts. (SEARA). SEARA is an informal consortium created in 2021 that brought together BIPOC leaders from 221A, Art Gallery of Greater Victoria, BC Alliance for Arts and Culture, Canadian Alliance of Dance Artists/West Chapter, Greater Vancouver Professional Theatre Alliance, Canadian Artists' Representation/Le Front Des Artistes Canadiens BC and Pacific Association of Artist Run Centres (PAARC) to share their networks to advance anti-racist practices within the cultural sector.

SEARA's first initiative #POWERSHARE raised funds from over 110 cultural organizations and funders in BC to redistribute approximately \$330,000 in Covid-19 micro-grants to BIPOC Artists. The City of Vancouver and the BC Arts Council provided core financial support for the hiring of staff during its initial activities, while Vancity Community Foundation provided a conduit for donations and PAARC and 221A provided human resources, financial and administrative support for the consortium.

Following the conclusion of the #POWERSHARE Fund, 221A has received renewed support through the City of Vancouver and Canadian Heritage (CSMARI) to advance the SEARA consortium's unique institutional network towards long-term transformative anti-racism actions in the sector. The **Anti-Racism Network Coordinator** is an adept administrator and facilitator that will empower the Steering Committee to hire and manage consultants, stay in touch with consortium members and supporters, and participate in the development of future plans. The candidate will report to the Executive Director, and work closely with 221A's administrative and communications team in pursuit of the SEARA steering committee's directives.

If you're asking yourself these questions and are interested in contributing to the following projects, 221A could be the place for you! We're asking these questions:

- How can we honour the unceded sovereignty of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations?
- How can we advance the meaningful participation, visibility, and representation of Indigenous, Black and racialized people in its governance, leadership, workplace, programs, services, and partner institutions?
- How can artists and arts organizations co-create material and structural social change with those marginalized by the arts? How can we create infrastructures that uplift and protect marginalized groups within the arts sector? What does it mean to live under capitalism and make active choices

to slow down, honour ourselves and our abilities?¹

- How can artists and arts institutions nurture regenerative land-use practices? How can artists and arts organizations contribute meaningfully to civic and urban planning?
- How can we support the reciprocal health of other non-profit organizations, artists and all workers?

Candidate Qualifications

- **Experience:** 3+ years of related work experience in nonprofit arts/cultural administration or equivalent experience in the government/public administration, or broader non-profit sector.
- **Attributes:** comfort and experience with public speaking to groups on complex topics. Exceptional long-term relationship-building and interpersonal communication (written and verbal) skills. Excellent judgment and creative problem solving skills including negotiation and conflict resolution. Energetic, flexible, collaborative and proactive. Ability to meet deadlines and follow projects through to completion. A passion for intercultural community building and racial justice.
- **Cultural competencies: an understanding of the conditions, stakeholders, factors of influence, and engagement expectations that may be encountered in providing services for Indigenous, Black, racialized, queer, trans, non-binary and two-spirit, disability, and low-income communities.**
- **Specific skills: Anti-racism skills – having a fundamental understanding of systemic racism, unconscious bias, decolonial principles and processes, reconciliation, Indigenous sovereignty and anti-Black racism;** emotional intelligence (EQ); conflict resolution; event facilitation; board/committee facilitation; granting/funding systems; Google Suite, including word processing and spreadsheets; excellent time management; proven ability to learn and work collaboratively on a small team (10–20 people); proficiency with email, text messaging and with office telecommunications tools such as Slack.
- **Languages:** English proficiency. Second language fluency, including ASL, is considered an asset.

Working Conditions

The **Anti-Racism Network Coordinator** is expected to work from home/remotely regularly, with the exception of in-person planned events on a case by case basis exposed to noise and regular flow of people from the office and facility environment. They must have the capacity for extended periods of concentration with computer and mobile phone technology. Computer and mobile phone technologies will either be provided, or payment will be made in-lieu by 221A.

Responsibilities

Reporting to and working closely with the Executive Director of 221A, the Anti-Racism Network Coordinator (ARNC) empowers the SEARA Steering Committee and subcommittees to move forward in its next chapter of community-engaged strategic visioning. Areas of potential future activities include disaggregated data collection, government advocacy, intercultural relationships, BIPOC mentorship programs and more. The ARNC is an inspiring and inclusive organizational leader **and has an ongoing practice of empowering historically excluded communities.**

¹ 221A gives thanks and credit to Riel Manywounds and Mountain Standard Time Performative Art Festival Society (M:ST) for these prompts in their 2021 call for board candidates.

Primary Duties

1. Anti-racism leadership (25%)

- a. Acting as a role model, information conduit, and convenor for the consortium membership and stakeholders.
- b. Finding creative methods for creating, implementing and guiding the steering committee, consortium members, and partners in intersectional, anti-racism and decolonial practices and processes.
- c. Developing community guidelines for meetings and upholding respectful dialogue and collaboration.
- d. Representing the consortium in meetings with municipal, provincial and federal government funders to advocate for anti-racist policy, programs and legislation and reporting out on those representations regularly.

2. Steering committee secretariat (30%)

- a. Planning, scheduling, technology/food/event facilitation for steering committee and subcommittee meetings.
- b. Supporting the setting of agendas and documentation of meetings.
- c. Providing meeting support to steering committee members.
- d. Supporting the selection/hiring/onboarding of consultants.
- e. Advising on, facilitating the recruitment and onboarding of members and partners.

3. Grant writing and fundraising (15%)

- a. Working with consortium members to raise funds, as needed.
- b. Writing government grants and reports.
- c. Meeting with donors and soliciting donations.

4. Website and communications (15%)

- a. Providing information to consortium members on a regular basis.
- b. Developing content for the web and updating the website.
- c. Developing content for social media and updating instagram.
- d. Responding to inquiries from stakeholders, journalists and consortium members.

5. Administration (15%)

- a. Stewarding and following up on living consortium MOUs / agreements between parties.
- b. Working with 221A administrators to securely file project documentation and correspondence.

Ancillary Duties as determined through mutual agreement with the Executive Director.

Employment Equity

221A is an equal opportunity employer and welcomes applicants on all points on spectrums of race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, and physical, mental, and financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, 221A has a special concern with the participation and advancement of members of the following designated groups that have traditionally been disadvantaged in employment within the cultural sector: Black, Indigenous and other racialized people, people living with disabilities, and two-spirit, queer, trans, and non-binary persons.

Apply

Priority for this position will be given to:

- Black, Indigenous and other racialized applicants
- People living with disabilities
- Women-identifying, queer, trans, 2-Spirit and non-binary people

Please send your cover letter or a short video, and CV/resume by email to hire@221a.ca. Ensure your cover letter or video includes the following:

- Your name, email and contact information
- Confirmation of your legal eligibility for the role
- Briefly (max 200 words each) respond to these prompt questions:
 - What about this position or opportunity piqued your interest?
 - Describe your experience relevant to the administrative aspects of this position.
 - Describe your experience relevant to the anti-racism leadership and values aspects of this position.

The call will remain open until the position is filled. 221A thanks all applicants in advance for understanding that due to capacity limitations, only applicants under consideration will be contacted.

Please use the following “[Full Name], Anti-Racism Network Coordinator (SEARA)” in the Subject Line.