**Job Title: Employment Equity Coordinator**

**Company: Autism Canada**

**Location: Remote**

**About Us**

For over 47 years Autism Canada has had a national perspective on the issues currently facing those with ASD, their families and other stakeholders, led and governed by Autistic individuals. We pride ourselves on our commitment to supporting the Autistic community and driving change to make Canada a better place to call home. Our team consists of talented individuals who are passionate about our work, in a fully inclusive, neurodivergent workplace.

**Job Description**

The Employment Equity Coordinator will advance Autism Canada’s mission by promoting equitable employment opportunities for autistic individuals. Through research, outreach, and advocacy, this role supports the creation of inclusive and accessible workplaces, helping both employers and job seekers foster meaningful, lasting change.

**Key Responsibilities:**

**Research and Resource Development:**   
• Research best practices in inclusive hiring, workplace accommodations, and autism-friendly employment strategies.   
• Develop comprehensive employer-facing resources such as guides, checklists, and training materials to promote inclusive hiring and retention.   
• Compile information on funding programs and supports available for inclusive workplace initiatives.

**Employer and Organizational Outreach:**   
• Identify and engage employers, community organizations, and industry groups to promote inclusive employment practices.   
• Assist in organizing and delivering presentations or workshops that highlight the benefits of inclusive hiring and workplace diversity.   
• Build and maintain a database of organizations interested in or actively pursuing inclusive hiring strategies.

**Advocacy and Awareness:**   
• Document and share success stories, testimonials, and case studies that demonstrate the value of inclusive employment.   
• Support awareness campaigns by developing promotional content that celebrates inclusive practices.   
• Collaborate with the Autism Canada team to amplify advocacy initiatives through social media and community events.

**Administrative Support:**   
• Maintain accurate records of research findings, outreach efforts, and employer engagement.   
• Support the evaluation of employment equity initiatives and contribute recommendations for future improvements.

**Ideal Candidate:**

**Skills and Qualifications:**   
• Strong research and analytical abilities with the capacity to develop user-friendly, practical resources.   
• Excellent verbal and written communication skills for a wide range of audiences.   
• Proficiency in office software (e.g., Microsoft Office, SharePoint); experience with tools like Canva is an asset.

**Experience and Attributes:**   
• Interest in workplace inclusion, diversity, and advocacy for autistic individuals.   
• Detail-oriented with strong organizational skills.   
• Collaborative and self-motivated, with a passion for creating positive, systemic change.

**Benefits:**   
This role provides hands-on experience in advocacy, resource development, and employer engagement. The Employment Equity Coordinator will build practical skills and a meaningful portfolio while contributing to Autism Canada’s vision of a more inclusive workforce for all.

**Work Conditions**

Work is conducted virtually using a computer and/or laptop and phone.

**Work hours**: 35 hours per week (for a total of 8 weeks from the hiring date)

**Salary**: $19/hr

**How to Apply:**

If you are a passionate and driven individual, with looking to make an impact, we'd love to hear from you! Please submit your resume and a cover letter outlining your qualifications and why you're interested in joining Autism Canada to [apply@autismcanada.org](mailto:apply@autismcanada.org). Please note, only applicants selected for an interview will be contacted.

*Autism Canada is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*