

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: Promotions, Accessibility and Diversity Facilitator
	Union / Non-Union: NON-UNION	Classification Type: Seasonal
	Salary Classification: \$18.18/HR	Approval Date: April 9, 2025

General Job Responsibility

Promotions, Accessibility and Diversity Facilitator shall be responsible for assisting with the IDEA public consultation process, attending plain language training, collaborating with local schools to understand IDEA-related challenges and opportunities, develop new and innovative ways to promote IDEA initiatives, creating an inventory of heritage monuments and special places within the County, assisting with tracking and documenting food and beverage products, helping to create a photo inventory of Tourism assets, developing accessible programs and awareness initiatives, supporting recreation programs and accessible and equitable programs, curating a photo inventory that reflects the County's diversity, designing lunch and learn educational opportunities, assisting with interpretive signs and QR codes, creating bi-weekly social media posts, supporting the Community Development department with event planning, compiling a resource guide for funding opportunities, developing a promotional page on the County website highlighting accessible opportunities and carrying out other duties and responsibilities as may be assigned from time to time. 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 the Inclusion, Diversity, Equity and Accessibility (IDEA) public consultation process in Annapolis County and participate in educational sessions outside the county.
2. Attend plain language training and other relevant programs to support the responsibilities of the position.
3. Collaborate with local schools to understand IDEA-related challenges and opportunities within committees and working groups.
4. Develop new and innovative ways to promote IDEA initiatives across the County.
5. Create an inventory of heritage monuments and special places within the County of Annapolis.
6. Assist with tracking and documenting food and beverage products in collaboration with Community Development.
7. Help create a photo inventory of tourism assets throughout the county.
8. Develop accessible programs and awareness initiatives within the County.
9. Support recreation programs by promoting accessible and equitable opportunities.

10. Curate a photo inventory reflecting the county's diversity, including parks, trails, events, and businesses.
11. Design lunch-and-learn educational opportunities focused on accessibility and diversity.
12. Assist with interpretive signs and QR codes that highlight successful businesses, public spaces, and IDEA initiatives.
13. Create bi-weekly social media posts to raise educational awareness around IDEA.
14. Support Community Development staff in planning events for National Accessibility Week.
15. Compile a resource guide for funding opportunities supporting IDEA initiatives.
16. Develop a promotional webpage on the County's website highlighting accessible opportunities currently available.
17. Organize displays at special events and programs to showcase accessible equipment owned by the County of Annapolis.
18. Assist with the launch of Delaps Cove Amazing Places and the 40th Anniversary of Delaps Cove Wilderness Trail.
19. Perform other duties as assigned by the Director of Community Development or Manager of Recreation.

Qualifications and Expectations

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

Due to the nature of this position, the employee must be comfortable working in a public facing role, have working knowledge of Microsoft Office, show creativity, 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.