

Position Title: Manager, Equity & Community Engagement

Program: Connected Minds

Contract Term: 1 year

Annual Salary: \$80,000 - \$95,000

Hours of Work: Full-time, 35 hours per week

ABOUT CONNECTED MINDS

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York's existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen's University's complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires, partner-focused seed, team, and prototyping grants, KM/commercialization events, and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With CFREF funding, Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

ABOUT EQUITY, DIVERSITY & INCLUSION AT CONNECTED MINDS

Equity, diversity, inclusion, accessibility, and belonging are fundamental to our vision of research excellence. We believe that diverse perspectives, disciplines, lived experiences, and ways of knowing strengthen research, foster innovation, and lead to more impactful outcomes. Connected Minds is committed to creating an inclusive, accessible, and welcoming environment where researchers, trainees, staff, partners, and communities can meaningfully contribute and thrive.

Our Equity, Diversity and Inclusion Action Plan guides our efforts to embed inclusive practices across research funding, training, governance, partnerships, community engagement, and program operations. We recognize that achieving excellence requires intentional action to reduce barriers to participation, foster belonging, and ensure equitable access to opportunities. Connected Minds also recognizes the importance of Indigenous leadership, research, and ways of knowing, and works collaboratively with dedicated Indigenous initiatives to advance reconciliation and respectful partnerships.

The Manager, Equity & Community Engagement will play a key leadership role in advancing these commitments by implementing strategic initiatives, advising program leadership, strengthening inclusive research practices, and cultivating a connected and collaborative research community.

JOB PURPOSE

Connected Minds is seeking a collaborative and strategic Manager, Equity & Community Engagement to lead the implementation of the program's EDI Action Plan and advance a culture of equity, inclusion, accessibility, and belonging across all aspects of the initiative.

Reporting to the Director of Operations, Manager, Equity & Community Engagement will work closely with researchers, trainees, staff, partners, and governance committees to embed EDI principles into research funding, training, partnerships, community engagement, governance, and program operations. The successful candidate will serve as a trusted advisor to leadership while developing initiatives that strengthen participation, foster collaboration, and support the long-term success of the Connected Minds community.

MAJOR DUTIES

1. Equity, Diversity & Inclusion Strategy

- Lead implementation of the Connected Minds EDI Action Plan.
- Develop annual priorities, workplans, and track performance measures.
- Monitor progress and recommend improvements to leadership.
- Identify emerging EDI opportunities and risks.
- Manage the EDI portfolio budget and associated initiatives.

2. Research Funding & Program Development

- Integrate EDI principles into Connected Minds funding opportunities and research programs.
- Develop guidance and resources for applicants and reviewers.
- Support funding adjudication processes from an EDI perspective.
- Advise program committees on equitable policies and practices.
- Recommend improvements to funding programs based on evidence and participant feedback.

3. Community Engagement & Inclusive Participation

- Foster an inclusive, welcoming, and collaborative Connected Minds community.
- Develop initiatives that strengthen belonging and participation among researchers, trainees, staff, and partners.
- Work collaboratively with the Engagement Coordinator to ensure Connected Minds events, programming, and communications are accessible and inclusive.
- Coordinate mentorship, networking, and professional development initiatives that advance equity and inclusion.
- Build relationships with internal and external communities that strengthen Connected Minds' EDI objectives.

4. Governance & Organizational Leadership

- Support the Connected Minds EDI Committee and other governance bodies as required.
- Prepare committee materials, recommendations, and annual workplans.
- Advise leadership on EDI considerations related to policies, programming, partnerships, and organizational priorities.

- Monitor emerging best practices and recommend continuous improvements.

5. Measurement, Evaluation & Reporting

- Work with the Data & Impact Analyst to monitor EDI performance indicators.
- Analyze trends and recommend evidence-informed improvements.
- Coordinate EDI-related reporting for CFREF and other institutional requirements.
- Prepare reports and presentations for leadership and governance committees as required.

6. Education & Capacity Building

- Develop and coordinate workshops, resources, and learning opportunities related to equity, diversity, inclusion, accessibility, and inclusive research practices.
- Promote awareness of best practices across the Connected Minds community.
- Support researchers, trainees, and staff in building inclusive research and collaboration practices.

QUALIFICATIONS

- A university degree in a relevant discipline (e.g., social sciences, humanities, education, public administration, organizational development, or a related field) or an equivalent combination of education, professional experience, community leadership, and other relevant experience.
- Experience leading and managing Equity, Diversity, and Inclusion (EDI) projects, including planning, implementation, partners engagement, and evaluation or organizational change initiatives.
- Experience developing, implementing, and evaluating programs, projects, or strategic initiatives.
- Experience building collaborative relationships with diverse parties, including researchers, students, community organizations, institutional partners, and/or equity-deserving communities.
- Demonstrated understanding of equity, diversity, inclusion, accessibility, and belonging principles and their application within organizations or communities.
- Experience facilitating workshops, consultations, community engagement activities, or group discussions.
- Strong project management, organizational, and analytical skills, with the ability to manage multiple priorities and competing deadlines.
- Excellent written and verbal communication skills, including the ability to prepare reports, presentations, and recommendations for diverse audiences.
- Demonstrated ability to exercise sound judgment, influence without direct authority, and work collaboratively across interdisciplinary teams.
- Experience working within a post-secondary, research, public sector, or not-for-profit environment is considered an asset.
- Knowledge of Indigenous research, reconciliation, accessibility, and inclusive research practices is considered an asset.

Connected Minds recognizes that there is no single path to developing the knowledge, skills, and experience required for this role. We value diverse educational, professional, community, and lived experiences, and encourage applications from individuals whose backgrounds may not align perfectly with every qualification listed. If you are excited about this opportunity and believe you can contribute to our mission, we strongly encourage you to apply.

Application Instructions:

Please submit a cover letter and resume to Nicoleta Negoita, People Partner, at nicol23@yorku.ca by August 14, 2026.