

OUTniagara QTBIPOC Relations & Capacity Building Consultant Posting

Position: QTBIPOC Relations & Capacity Building

Tentative Start Date: December 2022

End Date: January 31, 2023 (tentatively)

Location: Niagara region

Position Type: Contract

Deadline to submit proposal: Friday, November 11, 2022 at 4:30pm ET

Summary of Role

This position is only open to candidates who identify as Black, Indigenous, a person of colour, racialized, melanated, or a person of the global majority communities.

Working with OUTniagara's Board of Directors, Project Coordinator, Project Assistant, the Consultant will work within an anti-oppression, anti-racism, equity, and inclusion lens to design, create, and implement, relations and capacity building processes, tools and strategy, to address findings of the Community Strength and Needs Assessment.

You do not need to have a formal consulting firm, agency, or business to be considered a qualified candidate for this position. Likewise, studies have shown that candidates from historically and currently marginalized and targeted groups are less likely to apply to opportunities unless they meet every single qualification in the posting. OUTniagara is committed to creating a diverse and inclusive environment so we strongly encourage you to submit even if you don't believe you meet every single qualification outlined.

OUTniagara is committed to being an equity driven, volunteer-run organization. In addition to the personal and professional experience within Two Spirit, lesbian, gay, bisexual/pansexual, transgender, gender non-conforming/ non-binary, queer, questioning, Intersex, and asexual/ demisexual communities, the OUTniagara selection committee will be prioritizing candidates from historically and presently excluded and marginalized communities and identities, such as (but not limited to): Indigenous, Black, melanated/racialized/ those from the global majority, disabled, HIV positive, parents/ caregivers, and people with lived experience of poverty, mental illness, homelessness/ houselessness. We are seeking out the best fit for this project.

Competencies/Knowledge

- Personal experiences within and/or extensive experience working with 2S & LGBTQQIA+ communities
- Understanding of the findings and recommendations within OUTniagara's [2SLGBTQQIA+ Community Strengths and Needs Assessment Report](#)
- Understanding of the geographic and demographic makeup of the Niagara region
- Extensive understanding of the services, businesses, and communities in Niagara led by Black, Indigenous, people of colour, racialized, melanated or people of the global majority communities and individuals

- Professional, volunteer, or other relevant experience building relationships in Niagara with Black, Indigenous, people of colour, racialized, melanated or people of the global majority communities and individuals
- Professional, volunteer, or other relevant experience in program evaluation and creating recommendation reports for not-for-profits, community groups, and/or local businesses
- Professional, volunteer, or other relevant experience with online outreach, including social media campaign development is an asset
- Professional, volunteer, or other relevant experience with community advocacy and communication resources is an asset
- Proficiency (written and verbal) in English. French and any additional language proficiencies will also be viewed as an asset

Duties and Responsibilities

The Consultant will lead the QTBIPOC relations and capacity building component of this project through the design and development of a comprehensive strategy and action plan for OUTniagara. Though the Consultant ultimately reports to the Board, the Consultant will work in collaboration with the Project Coordinator, Project Assistant, the Community & Diversity committee, the Regional Advisory Committee (RAC) and other community partners to complete the required deliverables.

In particular, the Consultant will complete the **following deliverables** by the conclusion of their contract:

- Review past information reports and research, trainings, practices, lists of partner organizations, policies, assets, and tools to assess OUTniagara's current relationships (or lack thereof)
- Draft and present an assessment report for the OUTniagara Board of Directors on the various components of the organization and how they are and/or are not supporting anti-racism work
- Facilitate a strategic visioning with the board, staff, and other key stakeholders to build an action plan based on the assessment report
- Research, develop, and draft an *OUTniagara Indigenous Elder and Knowledge Keeper Connection and Involvement Protocol*
- Research, develop, and draft an *OUTniagara Land Acknowledgement Protocol* and resource guide
- Conduct environmental scan of identified topics and priorities related to businesses and services owned and/or operated by Black, Indigenous, people of colour, racialized, melanated or people of the global majority communities
- Work with the Communications Consultant and Communication Committee to draft outreach promotional materials to send to the list of the organizations, services, and businesses
- Work with the Trans & Intersex Health Research Consultant and Community Engagement Committee to review research and ensure that health gaps faced by Two Spirit and queer, and/or trans Black people, Indigenous people, people of colour, racialized people, melanated people, and people of the global majority are noted and prioritized

Scope of Price Proposal and Schedule of Payments

The total amount quoted shall be the Consultant's all-inclusive fee (professional fee, mileage, incidentals, and any other applicable cost that may be possibly incurred by the consultant in completing the assignment). OUTniagara has a limited budget for French translation/facilitation, graphic design, and

printing. Any payment schedule will be agreed upon and outlined in the consultant's contract prior to beginning the work.

As this work is generously funded through Women and Gender Equality Canada, the budget constrained to the consultant fee guidelines laid out at \$750 per day. **We anticipate an equivalent of 8 days and a maximum budget available of \$6,000.00.**

Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualification:

- a) Letter of Confirmation of Interest and Availability
- b) Personal resume, indicating all experience from similar projects as well as personal information
- c) Technical proposal (maximum 3 pages), including a) a brief description of why the individual considers themselves as the most suitable for the assignment; and b) methodology on how they will approach and complete the assignment.
- d) Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs

Incomplete proposals may not be considered.

Any questions can be directed to Kerry Goring or Jennifer Wallace at chair@outniagara.ca.

Deadline for applications: Friday, November 11, 2022 at 4:30pm EDT

The Selection Committee will be contacting all applicable candidates for further discussions as necessary and providing decisions as early as November 21, 2022.

Please forward Presentation of Offer to: Kerry Goring, Co-Chair OUTniagara

E-mail: chair@outniagara.ca

Subject Line: Presentation of Offer: Trans & Intersex Health Research Consultant