



SHAPE THE
Future



170488 - Equity, Diversity, Inclusion, and Accessibility Program Officer - Public Service Commission - Temporary

Government of PEI

 105 Rochford Street, Charlottetown, Prince Edward Island C1A 3T7

 1 Position available

 Published on: October 20, 2025

 Expires on: November 4, 2025

JOB DESCRIPTION

The PEI Public Service Commission is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

Reporting to the Manager of Equity, Diversity, and Inclusion, the Diversity & Inclusion Program Officer is a member of the Organizational Development, Culture, and HR Planning division. They support the implementation of the [Diversity & Inclusion Strategy](#) across Government departments and provides advice and support on the development of departmental Diversity & Inclusion plans. This position manages the [Diversity & Inclusion Talent Pool](#) and supports the Diversity Employment Program. Working with stakeholders, the position identifies training opportunities for Government employees and coordinates cultural events. Duties include:

- Assists with the implementation of the Diversity & Inclusion Strategy;
- Attends regular meetings and supports hiring managers and the staffing team to increase diversity in the workplace;
- Attends meetings and focus group sessions with employees and managers to identify the strengths, opportunities for improvement, develop action plans, projects and monitor progress on diversity and inclusion initiatives;
- Completes the annual diversity and inclusion plan obtaining results/annual plans and activities from departments;
- Provides expertise and technical advice on diversity employment programs, hiring practices, credential recognition, eligibility criteria and potential employment opportunities such as internships, job shadowing, OJT, mentoring programs, etc;
- Cultivates a supportive, welcoming, inclusive and fair work environment that maximizes the talent, skills, and diversity within departments and agencies;
- Promotes the Diversity Talent Pool and Diversity Employment Program internally and externally;
- Works closely with HR managers to identify potential candidates for employment opportunities;
- Updates and maintains the Diversity Talent Pool by facilitating successful screening and hiring of candidates from diversity groups;

 Job type
2 years Temporary

 Work shifts:
Day

 Work schedule:
37.5 hrs/week

 Work location
Hybrid

 Salary:
\$60,236.00 - \$71,702.00 CAD
Yearly

Additional information

Job Opening ID:

• 170488

Department:

• Public Service Commission

Division:

• Organizational Development , Culture , & HR Planning

Location:

• Charlottetown

Pay Level:

• 14

Hourly Salary Range:

• \$30.89 - \$36.77

Employment Type:

• Temporary

Employment Percentage:

• 100%

Closing Date:

- Provides information and offers informal discussions with Diversity Talent Pool members, referral organizations and academic institutions on PSC hiring practices, selection criteria and alternative career opportunities etc.
- Identifies potential employment opportunities, internship and project-based work opportunities for members;
- Attends job fairs to promote the Diversity Talent Pool and Diversity Employment Program;
- Conducts research and work with management and interjurisdictional groups to identify current diversity and training programs, community lead training and department specific opportunities;
- Identifies leadership development, management training and onboarding training opportunities to educate participants on the importance and value of diversity and inclusion in the workplace;
- Promotes continuous learning and discussion on equity, diversity and inclusion, cultural competency, cultural sensitivity and bias-free work environment;
- Maintains Diversity and Inclusion training (e.g. Unconscious Bias) registration numbers, evaluation and feedback summaries and data;
- Develops communication tools to educate management and staff on current trends and workplace diversity related matters;
- Identifies customized training opportunities for senior management, and operational managers and employees;
- Continues to establish and maintain strong working relationships and partners with external stakeholders and community groups to recognize important diversity programs, celebrations and awareness raising events;
- Coordinates with departments and agencies to hold events and encourage employees to attend festivities and educational sessions;
- Shares information and resources with employees and managers on cultural diversity celebration events;
- Assists with organizing programs such as National Public Service Week, Human Rights Day, and International Day for Elimination of Racial Discrimination, Black History Month, PRIDE Celebration events, etc. by incorporating department specific programming.

MINIMUM QUALIFICATIONS

- University degree in a related field of study with additional course work in diversity and inclusion;
- Experience in the following areas:
 - Policy research and analysis;
 - Strategy development, implementation, monitoring, and evaluation;
 - Communicating with diverse community partners and stakeholders on initiatives;
 - Conducting research and analysis and advising on options and recommendations;
 - Program evaluation;
 - Project design, management and evaluation;
 - Working with diversity and inclusion initiatives would be preferred;
 - **Demonstrated equivalencies will be considered.**
 - Excellent verbal and written communication skills are essential;
 - Strong interpersonal, collaboration, and organizational skills;
 - Demonstrated ability to empower, develop, motivate and engage others to action;
 - Proficient in word processing, spreadsheet and presentation computer software programs;

OTHER QUALIFICATIONS

- Master's degree is an asset;

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.

• Tuesday , November 4, 2025 5:00 p.m.

Open To:

- Public

Union:

- Excluded

Required documents

- ✓ Resume

Optional documents

- ✓ Cover Letter

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ✓ Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here

- ✓ International Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have

- ✓ Other

Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 30 Best Employers in Canada for 2025

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



4 weeks paid vacation annually



Employer-paid health and dental benefits



Up to \$2,500 annual training funds



Hybrid options within PEI



Flexible working hours



Employee assistance program