

Relocation Coordinator

Temporary Position from April 6 to September 12, 2021

\$27.00 per hour

Reporting to the Supervisor, Procurement and Risk Services, the incumbent will organize and facilitate the relocation of physical assets for facilities opening and closing within the Board.

Duties include but are not limited to:

- Coordinate move projects including:
 - Develop schedules and budgets
 - Develop project documentation, tender and procurement documents for movers and other resources as required
 - Coordinate working groups and project teams
- Attend on site moves, ensuring effective and timely coordination of resources
- Work on multiple move projects consecutively, with various tight timelines
- Availability outside of regular business hours including on-call, weekends, and after-hour emergencies

Qualifications:

- Experience coordinating and successfully completing complex move projects, preferably in a school board environment
- Demonstrated organizational, planning and problem solving skills
- Demonstrated ability to manage multiple conflicting demands within timelines
- Proficiency with a range of current software programs, eg. eBase, Excel, Autocad
- Valid driver's license and reliable transportation required

Deadline for submission is 4:00 p.m. on Friday, March 12, 2021

Interview Dates: March 15 to 19, 2021

Interview Format: Panel

Please apply by accessing this link

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=258ad74b-e24e-44a4-8d5d-cfb4f0354880

Employment Equity Statement

Hamilton-Wentworth District School Board (HWDSB) is committed to building inclusive learning and working environments where students see themselves reflected in the curriculum, staff population, physical surroundings and the broader community.

HWDSB's mission is to empower students to learn and grow to their full potential in a diverse world. Guided by this mission, HWDSB strives to build a workforce that embodies the values of human rights, equity, diversity and inclusion, while reflecting and welcoming the diverse and distinct identities, experiences and needs of our students and our communities.

HWDSB seeks qualified candidates who share our commitment to equity and inclusion, and who will contribute to the vision of creating inclusive and equitable outcomes. HWDSB especially invites and welcomes applications from:

- Indigenous Peoples (e.g. First Nations, Métis and Inuit peoples);
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; (e.g. Black and racialized communities, immigrant communities, etc.)
- Persons with visible and/or invisible (physical and/or mental) disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions. (i.e. Two-spirit and LGBTQIA+)

As part of HWDSB's commitment to employment equity and removing barriers to groups that have faced and continue to face barriers in employment, we invite all applicants to complete a voluntary question(s) that collects identity-based information. The voluntary question(s) is on the Apply to Education application page for this position.

HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected grounds. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

Land Acknowledgement

HWDSB is located on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty. The Dish with One Spoon wampum belt represents the treaty relationship between the Haudenosaunee Confederacy and Anishinaabe with respect to sharing the land and resources thereon. The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity. We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

Applicant Self-Identification Form

The information collected on this form is used to monitor HWDSB's progress toward our equity goals including our commitment to diversity in HWDSB recruitment and hiring practices.

We are committed to the security and confidentiality of information under our control, and to the protection of privacy with respect to personal and confidential information that is collected, used, disclosed and retained in the system ([Policy 1.6 - Privacy](#)). Information on this form is collected pursuant to [Ontario's Education Equity Action Plan](#) (Ministry of Education) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act ([MFIPPA](#)). Access to this form is restricted to specific individuals in Human Resources. The Research and Analytics Department will use aggregate data from all the forms (not individual data) for internal reporting. Their access and use of the data is governed by MFIPPA and [ethical research practices](#). Applicant Self-Identification Forms will be maintained in the Human Resources job competition file and securely destroyed 6 years after the job posting in accordance with general records retention principles. If you prefer not to answer any of the questions, you can select "prefer not to answer". This in no way affects your application or the applicant selection process. If you have questions or concerns about this form please contact humanresources@hwdsb.on.ca.