



# CGLCC Supplier Diversity Program Call for Certification Assessors (East & West Coast)

CGLCC, Canada's 2SLGBTQI+ Chamber of Commerce, is the only national not-for-profit advocacy organization specifically dedicated to expanding the economic opportunities of the 2SLGBTQI+ business community. CGLCC seeks to provide support to 2SLGBTQI+-owned businesses. In addition to supporting corporations and organizations who are focused on creating a diverse, inclusive supply chain'

Through the Supplier Diversity program, CGLCC offers the LGBTQ business community a nationwide certification standard for designating businesses as LGBTQ Business Enterprises (LGBTBEs). CGLCC works to increase procurement opportunities by connecting Certified LGBTBEs with corporate and public partners.

CGLCC is currently seeking individuals interested in supporting the organization's Supplier Diversity program by becoming a **Supplier Diversity Certification Assessor**.

These individuals play a critical role in the certification process by applying the rigour required to maintain the integrity of the Supplier Diversity program.

## **This includes:**

- Adhering to the set standards and procedures as identified in CGLCC's Supplier Diversity Program Standards & Procedures Guide
- Reviewing applications to ensure all materials are submitted, valid, and complete
- Conducting a virtual or in-person meeting with applicants (typically lasting 1-2 hours) to determine eligibility for certification (including reviewing the supporting materials with a goal of confirming that the applicant is eligible for certification)
- Prepare and complete a Certification Assessment Report with feedback and recommendations



CGLCC is seeking applicants with familiarity/experience in the following areas in order to verify the accuracy of information provided by the applicant:

**Core Preferred Competencies:** Accounting, corporate law, or business training, ability to assess ownership information, business incorporation documentation, and financial statements

An understanding of supply chain and corporate procurement practices is useful.

**For those interested in becoming a CGLCC Certification Assessor, they must be willing to:**

- Participate in an initial 1 to 2-hour virtual training session
- Devote a minimum of 5 hours per month to conduct assessments assigned by CGLCC's supplier diversity team.
- Provide a written report following each completed assessment within 73 hours of completing an assessment interview
- Commit to at least one two-year term

**Location:** Canada - East Coast & West Coast - Remote (NS, NB, PEI, NL, BC, Saskatchewan, Alberta)

**Main Purpose of the job:** Serve as CGLCC's regional Supplier Diversity Certification assessor of eligible businesses. *Note that assessors may be asked to perform assessments for applicants located outside of their region.*

**Reporting to:** Operations Manager, Supplier Diversity,

**Job Responsibilities:** Provide key support on the certification process by completing certification assessments virtually (communication with business owners or document review), following CGLCC's assessment guidelines and the type of assessment specified.

**Responsibilities:** The assessor is expected to devote their best efforts to provide support on the certification process by completing certification assessments (virtual and document review), following CGLCC's LGBTQ assessment guidelines. You will assist in the process of



certification applications, assessments, and renewals. Certification assessors are responsible for:

- Completing EDI training, become familiar with the CGLCC, and taking part in all training existing on how to complete certification assessments.
- Forwarding all CGLCC requests, information or inquiries to the Operations Manager of the Supplier Diversity program.
- Participating in training assessor training and training on CGLCC's certification program procedures and standards.
- Upholding the standards for CGLCC certification and disclosing any conflicts of interest to CGLCC.
- Refer all questions related to the outcome of certification assessments to the certification team at CGLCC and the certification committee.

**Assessors must also:**

- Be a representative of CGLCC's values
- Adhere to CGLCC's Code of Ethics
- Be passionate about CGLCC's mission

**Key Qualifications:**

- Training or familiarity in accounting, corporate finance, corporate law or business training, including, but not limited to:
  - Reading financial statements
  - Understanding incorporation requirements
  - Understanding business structure and reading governance documents.
- Fluency in English, French is an asset
- Ability to speak other languages is an asset
- Previous work history within the 2SLGBTQI+ community is an asset but not required.

**Key Qualifications Continued:**

- Experience reviewing incorporation documents of companies of all sizes.
- Availability to conduct (60 - 90 minute) assessments on-demand and flexibility to be paid on a contracted, fee-for-service basis. This is an on-demand availability, not a full-time position.
- Awareness of the business case for buying from diverse-owned businesses.
- Understanding of CGLCC's Certification Standards and Procedures



As an organization serving a diverse community, the CGLCC strongly encourages applicants from traditionally under-represented communities and populations.

Expressions of interest can be submitted by email to [aj@cglcc.ca](mailto:aj@cglcc.ca).

Use subject line: CGLCC\_ASSESSOR\_YOUR NAME.

For more information about CGLCC, please visit [www.cglcc.ca](http://www.cglcc.ca) or contact A.J. Stewart at [aj@cglcc.ca](mailto:aj@cglcc.ca).

CGLCC's mission is to enable the 2SLGBTQI+ business community to grow through advocacy, education, capacity building, and connections in partnership with allies who share our vision.