

POSITION DESCRIPTION

Title:	Education Specialist II
Organization:	Equitas – International Centre for Human Rights Education
Terms:	Full-time contract ending March 31, 2013
Location:	Montreal, Quebec, Canada
Application deadline:	August 19, 2011

Please note that only applicants currently eligible to work in Canada can be considered.

Equitas - International Centre for Human Rights Education is seeking an Education Specialist – Level 2 to develop educational materials and to support other related activities for its human rights education programs.

POSITION SUMMARY

Reporting to the Director of Education, the **Education Specialist-Level 2** will work as part of the education team on curriculum development for Equitas' human rights education projects and other related support activities. He/she will work with the education team and program staff on the development, delivery and evaluation of education activities. This position is being offered as a full time maternity replacement contract ending March 2013.

JOB DUTIES AND RESPONSIBILITIES

1 – Design and Development of Education Materials

- Participating in initial discussions on program development with program staff and partner organizations and providing input on training and curriculum related issues including: a) the format and length of sessions; b) the methodology; c) the types of training materials; d) need for content experts; e) the amount of development time required.
- Preparing needs assessment questionnaires and analyzing data.
- Preparing and/or providing input on program outlines to program staff and/or partner organizations.
- Carrying out instructional design of content.
- Developing text design and producing training materials for publication.
- Reviewing and revising materials in consultation with program staff as well as partner organizations.

2 – Evaluation

- Designing innovative evaluation tools, analyzing data and preparing reports.

3 – Program Delivery

- Participating in the on-site delivery of training sessions in Canada and possibly overseas. This will include working with partners on the content aspects of the program, facilitating training sessions, leading and/or participating in daily debriefing sessions during the training and carrying out related administrative functions.
- Participating, as needed, in other activities related to program delivery.

4 – Development of Knowledge in Human Rights and Human Rights Education

- Conducting research with a view to building content expertise in Equitas programming areas as well as in human rights education methodology and sharing this information with the education and program teams.

5 – Participation in the planning, development, evaluation, and delivery of the annual International Human Rights Training Program (IH RTP).

6 – Other Education related tasks:

- Contribute to the management of the Equitas Library of Education Resources

- Conduct information/ training sessions for Equitas staff
- Contribute to overall life and continued growth and strengthening of the organization

7 – Carry out any other necessary tasks to ensure the success of Equitas’ programs.

QUALIFICATIONS

Skills and Experience

- Proven skills and experience in the instructional design, implementation and evaluation of participatory training programs
- Strong planning and organization skills
- Strong conceptual and analytical skills
- Demonstrated problem-solving skills
- Ability to work as an effective member of a team
- Excellent interpersonal skills
- Ability to communicate effectively in a cross-cultural setting
- Knowledge of international human rights and social justice issues in Canada
- Relevant university degree/work experience
- Commitment to teamwork, enthusiasm and adaptability
- Experience in design of distance education an asset
- Excellent command of Microsoft Word for text design, Access for data analysis and of Excel and PowerPoint (knowledge of Photoshop, and other programs an asset)
- Knowledge of computer conferencing software
- Experience in designing on-line training an asset

Language Requirements

- Ability to communicate orally and read and understand documents in both English and French, and excellent writing skills in at least one of these.

Other Considerations

- Commitment to Equitas’ mission and values
- Availability to travel and participate in programs outside of Montreal up to 3 to 4 times a year

For further information about Equitas consult our website at www.equitas.org.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

Please send your C.V. and a letter of interest (by email, fax or mail) addressed to:

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