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Employment Opportunity

Title: **Education Specialist, level 2 E-learning**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Montreal, Canada; remote work
Status: 12 months Contract, Full-time position (35h/week) with possibility of renewal

**Application
deadline:** **March 29, 2021**

Start date: April, 2021

Are you passionate about human rights and social justice? Are you interested to support Equitas' online work? Do you have experience in educational program development, online instructional tool design and evaluation? If so, Equitas has a unique opportunity for you.

Equitas is Canada's most recognized and active human rights education organization. We work for the advancement of equality, social justice and respect for human dignity through transformative education programs. We empower people to address inequalities and discrimination, and to work to build more inclusive and rights-respecting communities.

Equitas is looking for a highly motivated **Education Specialist, E-learning**, with a passion for human rights, equality and inclusion and experience in design and development of online educational materials. The Education Specialist, E-learning will be responsible for developing, delivering and evaluating online educational activities of Equitas' programs. Reporting to the Director of Education, she-he is a team player and will work closely with other Education Specialists or Program Officers.

Tasks and main responsibilities

1. Design and development of educational materials

- Carry out the pedagogical design of online training resources (i.e., in close collaboration with education specialists, ensure the development of online trainings courses, manuals and resources, following the educational design process).
- Review and revise education materials in close collaboration with the program teams, other education specialists, and partner organizations.
- Design materials to support the course delivery (e.g. technical guidelines for participants enrolled in the course)

2. Program Delivery

- Upload content on Equitas online education platforms, including Moodle, following Equitas guidelines to ensure the course has a user-friendly design and layout.



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- Identify improvements to be made to Equitas' Moodle and other platforms.
- Participate in the implementation of online and field training sessions.
- Facilitation of online trainings.
- Participate in other activities related to program delivery as required.

3. Evaluation

- Develop data collection tools for baseline studies and/or validation of needs, in close collaboration with the Monitoring, Evaluation and Reporting Advisor.
- Design evaluation processes and tools (including tools for piloting online resources), analyze data and write reports
- Contributes to the preparation of narrative reports to funders

4. Communication and knowledge sharing

- Contribute to the implementation of Equitas' knowledge sharing strategy internally, as well as externally, in collaboration with the Knowledge Manager.
- Facilitate information/education sessions for Equitas staff
- Share good practices in education, particularly in online spaces and social media, in order to increase understanding of human rights education and Equitas' programs.

5. Program development

- Contributes to the development of new programs annual planning
- Contribute to the development of funding proposals
- Participate in meetings with key stakeholders, partners, and decision-makers

6. Other tasks

- Contribute, as assigned, to the continued growth and strengthening of Equitas and its programs
- Perform other duties as determined in consultation with the Director of Education.

Qualifications

- Minimum 2 years of formal experience in instructional design and/or curriculum development for online training programs;
- Formal education/training in instructional design/curriculum development or equivalent experience;
- Experience in designing e-learning courses;
- Experience in design of distance education
- Proven conceptual and analytical skills;
- Proven problem-solving skills;
- Strong planning and organizational skills;
- Ability to work in a cross-cultural environment with diverse programming partners;
- Excellent team spirit;
- Excellent knowledge of authoring software such Articulate 360, Storyline. Knowledge of Moodle, Microsoft Word, Survey Monkey, Excel and PowerPoint (knowledge of SharePoint, Salesforce, InDesign, Photoshop, and other software would be an asset);
- Knowledge of international human rights issues and social injustices is an asset;
- Knowledge and experience working with gender equality approaches is an asset.



Language requirements

- Communication skills, reading and understanding of documents produced in both of Canada's official languages (English and French). Excellent writing skills are required in at least one of the two languages.

Other considerations

- **Remote work is currently required for this position.**
- **Candidates must be eligible to work in Canada**

For further information about Equitas consult our website at www.equitas.org. Equitas is committed to employment equity and encourages applications from Indigenous Peoples, visible minorities, people living with disabilities, and people of all sexual orientations and gender identities and expressions. Equitas offers a competitive salary and benefits in the NGO sector.

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

Please **send 1 attachment** (cover letter and C.V.) with **your name** and **Education Specialist 2, E-learning** in the subject line by **March 29, 2021**, to:

Catalina Lomanto
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