

Employment opportunity

Title: **Education Specialist 2, Senegal**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Montreal, Canada and remote work

Status: Full time, 35 hours/per week, 12-months contract

Application deadline: **April 18, 2021 (Applications analyzed upon receipt)**

Start date: May 2021

Are you motivated by challenges? Are you passionate about human rights and want to support Equitas in implementing its flagship program "Advancing Equality through Human Rights Education"? Do you have experience in educational program development, 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 seeking a highly motivated **Education Specialist** with a passion for human rights, equality and inclusion and experience in the design, development and facilitation of educational materials. The **Education Specialist** will be responsible for developing, delivering and evaluating education activities implemented as part of our activities in Senegal. The person may be called upon to support other projects in other countries. Reporting to the Director of Education, the **Education Specialist** must be a team player and will work closely with the Program Officers assigned to the various projects, as well as with other Education Specialists.

Tasks and main responsibilities

1. Design and Development of Education Materials

- Carry out the instructional design, development, and production of training materials for mainly text-based training resources but also online resources according to the text design templates. This includes materials for learning needs assessment, application forms, pre-training assignments, training manuals, evaluation instruments.



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- Review and revise education materials in consultation with program staff and partner organizations

2. Program Delivery

- Deliver and facilitate training sessions for specific projects. This includes working with Equitas partners in different regions of Senegal, to develop training content, facilitating sessions, orientation of local facilitating team, leading and/or participating in daily debriefing sessions during the training, ensuring effective evaluation
- Provide coaching and follow up related to educational design, training, evaluation and implementation of local actions
- Participate, as needed, in other activities related to program delivery including carrying out related administrative functions

3. Evaluation

- Prepare and carry out baseline studies and needs validation
- Design evaluation and monitoring processes and tools, analyze data and prepare reports

4. Communications and Knowledge Sharing

- Stay current with trends and issues in human rights (e.g. readings, conferences, etc.)
- Stays current with human rights education methodology and trends in the general field of education
- Develop human rights education resources, training manual templates, handbooks, etc.
- Contribute to the promotion of Equitas' education programs and activities on social media, on the Equitas website, etc.
- Contribute to the implementation of Equitas' knowledge strategy, internally and externally
- Contribute to the management of the Equitas education resources
- Conduct information/ training sessions for Equitas staff
- Share good practices with Equitas knowledge partners, at conferences and other events, and within communities of practice to increase understanding of human rights education and Equitas programs

5. Program Development

- Contribute to the development of overall program/project strategies and annual planning and reporting
- Contribute to the project formulation (especially with regard to the education component of the project) and provide input into project concept papers, proposals and budgets (e.g. project teams)
- Contribute to funding proposals
- Participate in meetings with key stakeholders, partners, decision makers

6. Organizational Support

- Actively participate in, contribute to and support organizational and Education Unit processes (e.g., planning and budgeting processes, reflection/learning processes, team building activities, staff/project team/Education Unit meetings, staff training activities)



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- Represent Equitas as appropriate and/or when requested.

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

8. Other tasks:

- Contributes, as assigned, to continued growth and strengthening of Equitas and its programs.

Qualifications

Skills and experience:

- A minimum of 5 years' work experience in-learner-centred curriculum design and delivery of training
- Formal education/training in instructional design/curriculum development (or equivalent experience)
- Proven skills in development, implementation, and evaluation of education activities
- Demonstrated facilitation skills
- Proven conceptual and analytical skills
- Demonstrated problem-solving skills
- Demonstrated leadership skills
- Strong planning and organization skills including the ability to work on multiple projects at the same time
- Ability to work and communicate effectively in a cross-cultural setting
- Excellent interpersonal skills
- Ability to work as an effective member of a team
- Experience in design of online training courses
- Knowledge of the Senegalese context
- Excellent command of Microsoft Word for text design, InDesign, Photoshop, Survey Monkey for data collection and analysis, Excel and PowerPoint, Moodle (knowledge of SharePoint, Salesforce and other programs an asset)

Language requirements:

Excellent communication, speaking and writing skills, in English and French.

Other considerations:

- **Candidates must have the right to work in Canada**
- **Candidates must have the ability to travel to different regions in the context of our programs**
- **Commitment** to Equitas' mission and values

Given the nature of our work, we encourage applications from any candidates who have experienced marginalization, in particular, Black, Indigenous, and People of Colour, LGBTQ2I people, and people living with disabilities. Candidates who wish to do so may self-identify in their application. All employment offers are conditional of satisfactory references and the signing of Equitas Human Resources Policy and the Policy on Preventing Sexual Violence, Harassment and Discrimination.



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Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted. Equitas offers a competitive salary and benefits in the NGO sector.

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

How to apply ?

Applications analyzed upon receipt. Please **send 1 attachment** (cover letter and C.V.) with **your name and Senegal - Education Specialist 2** in the subject line by **April 18, 2021** to:

Catalina Lomanto

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