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Employment Opportunity

Title: BC Education Specialist – ES2
Organization: Equitas – International Centre for Human Rights Education
Location: Vancouver, British Columbia
Status: Full time, 35 hours/week

Application deadline: June 21, 2021

Start date: mid-July 2021

Be a part of positive social change

Imagine working for an organization whose core mission is to advance equality, social justice and respect for human dignity. Imagine your work aligning with your personal values and being a part of creating positive social change every day through transformative human rights education programs. Alongside 55 liked-minded colleagues based in Canada, including 3 based in Vancouver and working with partners across BC, you could contribute to the empowerment of people to address inequalities and discrimination, and work to build more inclusive and rights-respecting communities with Equitas.

The Opportunity

Equitas is seeking a highly motivated Education Specialist with a passion for human rights, racial justice, equity and inclusion, and experience in the design, development and facilitation of educational materials both text-based and online. The Education Specialist will be responsible for developing, delivering and evaluating education activities implemented as part of our human rights education programs in BC. They will bring to the team knowledge and understanding of racial justice and familiarity with the BC education system.

In Canada, Equitas programs focus on supporting partners to use human rights education to engage children and youth as change-makers in their communities. Reporting to the Director of Education, the successful candidate is a team player and will work in close collaboration with the members of the Canadian Program Team which include, the BC Senior Program Manager, Program Officers as well as other Education Specialists and the Director of Canadian Programs.

Tasks and Responsibilities

- Carry out the instructional design, development, and production of professional development materials for text-based training and online resources according to the text design templates. This includes materials for learning needs assessment, application forms, pre-training assignments, training manuals, online courses and evaluation instruments.
- Review and revise education materials in consultation with the Director or Education and the BC Senior Program Manager and with program staff and partners.
- Deliver and facilitate professional development sessions for specific projects. This includes working with Equitas partners in the BC education system, to develop content for online asynchronous learning modules, facilitating sessions, orientation of local partners, leading and/or participating in debriefing sessions during professional development, ensuring effective evaluation.
- Participate in meetings with key stakeholders, partners, decision makers.



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- Participate, as needed, in other activities related to program delivery including carrying out related administrative functions
- Provide coaching and follow up related to training, evaluation and implementation of local actions
- Prepare and carry out baseline studies and needs validation
- Design evaluation and monitoring processes and tools, analyze data and prepare reports for funders
- 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 Speaking Rights and 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
- 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
- Keep track of time allocated for various projects and alerts the Director of Education and the BC Senior Program Manager of any concerns that arise.
- Actively participate in, contribute to and support organizational, BC Office 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)
- Represent Equitas as appropriate and/or when requested.
- Contributes, as assigned, to continued growth and strengthening of Equitas and its

About you

You're passionate about human rights, racial justice and social justice. You're motivated by and have strong commitment to Equitas' mission, vision, and values. You're motivated by challenges committed to fostering a work environment that is inclusive and reflective of the diversity in the Equitas community. You have excellent conceptual and analytical skills, and the ability to plan and organize work. You have a keen interest for developing online trainings and for problem-solving. You are a leader who has excellent interpersonal skills, and who has the ability to work as part of a small team in a cross-cultural environment with a diversity of partners.

What is essential for role

- Eligibility to work in Canada and be based in Vancouver.
- Commitment to Equitas' mission and values.
- Ability to communicate orally, read and understand documents produced in English.
- A strong understanding of racial justice and the BC education system.
- A minimum of five (5) years work experience in-learner-centered curriculum design and delivery of training.



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- Formal education/training in, adult education, instructional design/curriculum development (or equivalent experience) and knowledge of the BC Education System.
- Proven skills in development, implementation, and evaluation of education activities, preferably for human rights education activities.
- Demonstrated facilitation skills.
- Proven conceptual and analytical skills.
- Demonstrated problem-solving skills.
- Demonstrated leadership skills.
- Excellent interpersonal skills.
- Experience in design and/or facilitation of online training courses
- 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.
- Ability to work as an effective member of a team.
- Excellent command of Microsoft Word for text design, InDesign, Photoshop, Excel, PowerPoint, and Moodle. knowledge of authoring software such as Articulate 360, SharePoint, Salesforce and other programs are assets.

What is an asset to the role:

- Experience with working on gender equality, and/or other social justice issues having an impact in Canada.
- Experience with trauma-informed practices.
- Engagement in the fields of human rights, human rights education, and/or social justice issues.
- Experience developing and facilitating activities with and for children and youth.
- Experience developing and delivering training for community sector partners, schools, or municipalities.
- Skills in any languages in addition to English and in particular French.

What we offer:

- We offer the chance to be a part of and make up a diverse and engaged team who are all meaningfully contributing to positive social change in Canada and around the world in their own way.
- We value self-care, inclusion and empathy towards all team members and place a strong emphasis on work-life balance. In addition to vacation time, we offer 2 weeks off over the winter holidays.
- We're all about learning and offer all employees the opportunity to participate in Learning Committees based on their interests and participate in a workplace culture that is constantly looking for ways to improve and innovate.
- We have a centrally located office in an innovative and social justice-minded co-working space.
- We believe in trust and openness and offer a flexible work environment.



- We believe in creating space for everyone to lead and offer opportunities within our governance structure to allow for individuals in all roles to take on opportunities for leadership.
- We offer a comprehensive benefits package which includes a competitive salary for the NGO sector, 3 weeks paid vacation (4 weeks after 3 years), paid personal days, medical, dental and life insurance, a group RRSP and much more!

Join us!

Given the nature of our work, Equitas strongly encourages applications from any candidates who have experienced marginalization, in particular, Black, Indigenous, and People of Color, LGBTQ21 people, and people living with disabilities. Candidates who wish to do so may self-identify in their application. Equitas offers a competitive salary and benefits package in the NGO sector.

At Equitas, we do not tolerate harassment, discrimination, violence, or abuse of any form. All employment offers are conditional of the signing of Equitas' Human Resources Policy, our Policy on Preventing Sexual Violence, Harassment and Discrimination and satisfactory references.

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

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

How to apply?

Please **send 1 attachment** (cover letter and C.V.) with **your name and ES2 BC** in the subject line by **June 21, 2021 to:**

Catalina Lomanto
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