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Employment opportunity

Title: Education Specialist - ES2
Organization: Equitas — Centre international d'éducation aux droits humains
Location: Montréal, Canada

Status: Full time, 35 hours/per week, one-year contract with possibility of renewal

Application deadline: June 27, 2021

Start date: August 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 like-minded employees based in Canada, 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, equality and inclusion and experience in designing, developing and facilitating educational materials. The Education Specialist will be primarily responsible for developing, delivering and evaluating human rights education activities in the Middle East and North Africa region and in other collaborative projects with international development organizations in Quebec in human rights education. Reporting to the Director of Education, the successful candidate must be a team player and will work closely with the Program Officer assigned to the **Middle East and North Africa** project and other Program Officers and Education Specialists.

Tasks and Responsibilities

- Conduct instructional design of training resources (i.e., content development, training manual production, e-learning development).
- Review and revise education materials in close collaboration with the program team, other education specialists, and partner organizations.
- Support the development of content for the project's online education platform.
- Participate in the implementation of online and onsite training sessions in the MENA region. This includes consulting with assigned regional program officers and partners in the development of training content, orienting the local facilitation team, facilitating trainings or supporting their remote facilitation if travel is not possible, leading and/or



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participating in debriefing meetings during trainings, and ensuring effective evaluation of outcomes.

- Accompany partners through mentoring and follow-up on all aspects related to the implementation and evaluation of an education program.
- Participate in other activities related to program delivery as needed.
- Develop data collection tools for needs assessment and/or validation activities, in close collaboration with the Monitoring, Evaluation and Reporting Advisor.
- Design evaluation processes and tools, analyze data and write reports.
- Contribute to the preparation of narrative reports for donors.
- Contribute to the implementation of Equitas' knowledge sharing strategy both internally and externally, in collaboration with the Knowledge Manager.
- Facilitate information/education sessions for Equitas staff.
- Sharing good practices in education, particularly in online spaces such as the [Rawabet](#) platform and social media, in order to increase understanding of human rights education and Equitas' programs.
- Contribute to the development of new programs through annual planning;
- Contribute to the development of funding proposals.
- Participate in meetings with key stakeholders, partners, and policy makers.
- Contribute, as assigned, to the continued growth and strengthening of Equitas and its programs.

About you

You are passionate about human rights and social justice. You are motivated by and strongly committed to Equitas' mission, vision and values. You are motivated to foster an inclusive work environment that reflects the diversity of the Equitas community. You have proven conceptual and analytical skills, and demonstrated facilitation skills. You have demonstrated facilitation skills and the ability to work in a team environment.

What is essential for the role

- Minimum 3 years of formal experience in instructional design and/or curriculum development for participatory training programs or training delivery.
- Formal education/instructional design/curriculum development training or equivalent experience.
- Excellent communication, speaking and writing skills in English and French.
- Understanding and proficiency in spoken and written Arabic.
- Proven problem solving skills.
- Strong planning and organizational skills.
- Ability to work in a cross-cultural environment with diverse programming partners.
- Excellent team player.
- Excellent knowledge of Microsoft Word, Survey Monkey, Excel and PowerPoint.
- **Candidates must have the ability** to travel and participate in programs in the MENA region 1-2 times per year.

What is an asset for the role

- Knowledge of international human rights issues and social injustices.
- Knowledge and experience working with gender equality approaches.



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- Knowledge of SharePoint, Salesforce, InDesign, Photoshop and other software.
- Experience designing online training courses.

Ce que nous offrons

- 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 with a beautiful view of Mont-Royal (although we're currently operating remotely).
- 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!

Racialized and/or trans and non-binary people and/or people from LGBTQIA+ communities and/or people from ethno-cultural minority groups and/or people living with disabilities are particularly encouraged to apply. Applicants may identify themselves on 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 resume) with your **name and Contract, Education Specialist - ES2** in the subject line by June 27, 2021 to the following address:

Catalina Lomanto
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