



Job Title: Coordination Assistant

Organization: Equitas – International Centre for Human Rights Education

Location: remote work

Timeframe: 16 weeks at 30h/week

Starting date: September 8th 2021

Ending date: December 22nd, 2021

Deadline for applications: August 29, 2021. Please apply as soon as possible, applications will be reviewed as received.

Salary offer: \$16/hour

Number of positions available: 1

Equitas – International Centre for Human Rights Education is a non-profit organization founded in 1967 that works to promote equality, social justice, and the respect for human dignity through transformative human rights education programs in Canada and around the world.

Context

As a global leader in human rights education, Equitas' programs aim to empower people to address inequalities and discrimination, and to work to build more inclusive and rights-respecting communities. Considering the devastating impact on human rights that COVID-19 is creating, Equitas created Global Rights Connection, a virtual training program aimed at strengthening the capacity of organizations to implement human rights education activities (training sessions, advocacy or awareness, etc.), in order to contribute to the development of a global culture of human rights. The 10-week Global Rights Connection training program is not an ordinary online course, it is a collaborative community wherein participants connect with human rights defenders from around the world, and leave with a unique certification in human rights education. It provides participants with considerations, methodologies and transformative approaches to human rights education and the challenges faced by organizations, particularly in the context of the current global pandemic. It also guides participants in developing an action plan to ensure that their learning is reflected in the activities they implement following the program. A series of fun and original activities, as well as plenary sessions with special guests, complement the content delivered in the various modules while promoting networking and collaboration among participants. As a Coordination Assistant, you will work in close collaboration with the Global Rights Connection team and the IH RTP / Global Rights Connection Program Officer. You will support the coordination of the Global Rights Connection program, assist with the events and plenary sessions, connect and help participants, and meet with human rights defenders and educators from all over the world.

Primary duties and responsibilities

Under the supervision of the IHRT/ Global Rights Connection Program Officer, you will have the following responsibilities:

- Co-manage the International Human Rights Training Program / Global Rights Connection email address:
- Communicate with the Global Rights Connection participants on different subjects including:
 - Communicate to participants any relevant information in preparation to the GRC program.
 - Respond to participants' general inquiries.
 - Follow up on participation fee payments.
 - Follow-up on the payments from participants with the Equitas' accounting section.
- Continue conducting internet speed test with selected participants.
- Update participants' information on Salesforce:
- Create reports and documents on Salesforce.
- Support the Global Rights Connection team tasks related to digital security, including: research, set up appointments with participants, taking notes in meetings, among others.
- Support the Global Rights Connection team during the online training program by:
 - Providing support during the social virtual events.
 - Collecting notes and information on participants' response and engagement in the events.
 - Participating in weekly follow-ups with the facilitators on the participants' attendance records and activities.
 - Creating a directory of participants.
- Any other tasks to support before, during and after the Global Rights Connection.

Required knowledge-base and competencies

- Deep interest in human rights, racial justice, gender equality, and international development.
- Sensitivity to cultural differences, courtesy and tact in communication.
- Excellent communication skills in English and French are an important asset. Excellent writing skills in one of the two languages is required.
- Excellent coordination skills.



- Experience on online events coordination will be an asset.
- Strong computer skills: Outlook, Word, Excel, and PowerPoint.
- Knowledge on online learning platforms such as Moodle, Big Blue Button. Knowledge on Salesforce will be an asset.
- Ability to work independently, as well as in a team.

How to submit your application

All interested and qualified candidates should submit the following items to apply for this position:

- A curriculum vitae
- A cover letter that includes the following:
 - Your interest in human rights education and social justice
 - What experience you have on administration and coordination, and event coordination (include links to examples if relevant)
 - Your level of comfort learning and working with new technologies and platforms
 - What you would like to learn from this experience
 - What you would bring to this role

Please send your CV and cover letter by email to **Dennis Molina** at pifdh-ihrtp@equitas.org

Candidates must have the legal right to work in Canada.

Short-listed candidates will be invited to a virtual interview with Equitas.

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.