



Job Title: Education Assistant

Organization: Equitas – International Centre for Human Rights Education

Location: remote work

Timeframe: 16 weeks at 30h/week

Starting date: September 7, 2021

Ending date: December 22, 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: 2

Equitas – International Centre for Human Rights Education is a non-profit organization founded in 1967 that works to promote equality, social justice, and 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 10-week 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. Global Rights Connection 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, and plenary sessions with special guests, complement the content delivered in the various modules while promoting networking and collaboration among participants. As an Education Assistant, you will work in close collaboration with the Global Rights Connection team and the Senior Education Specialist. You will support the activities and work of the Global Rights Connection education team, 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

The intern's responsibilities include various tasks related to running and supporting a major international event in an intercultural context. The intern will be involved in the following activities before, during and after Global Rights Connection.

Under the supervision of the Senior Education Specialist, the person will have the following responsibilities:

Before the Program:

- Support the education team's document translation needs
- Support the preparation and revision of educational materials
- Support the compilation and analysis of the pre-training assignments using a database
- Support preparation and review of evaluation tools
- Support and prepare the facilitators orientation session
- Perform other duties as determined in consultation with the Senior Education Specialist

During the Program (October 4 to December 10):

- Under the direction of the Education Specialist, provide support to the Education team and the facilitators in various aspects of the preparation of the program:
 - Preparation of weekly plans (French and English)
 - Support administration, compilation, analysis and data entry of evaluations
 - Preparation of various documents (posters, articles, schedules, etc.)
 - Attendance at the facilitator debriefing sessions
 - Communication with Resource People
 - Preparation and translation of PowerPoint presentations
 - Support with other translation needs where required
 - Technical assistance during synchronous sessions
- Support participants in using the Equitas Community and uploading documents to the Community (on Moodle)
- Make syntheses of the discussion forums for the facilitation team
- Encourage discussion among participants on the forums
- Provide support to the facilitators team and to participants.
- Perform other duties as determined in consultation with the Senior Education Specialist

After the program:

- Compile and analyze the Individual Plans
- Complete remaining data entry from evaluation questionnaires; support the Education team with the analysis of the evaluation data
- Prepare and submit an activity report
- Perform other duties as determined in consultation with the Senior Education Specialist
- Provide support to the facilitators team and to participants.



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.
- Knowledge on education, online education and online training.
- Strong computer skills: Outlook, Word, Excel, and PowerPoint.
- Knowledge on online learning platforms such as Moodle, Storyline and Big Blue Button.
- 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 education, online education, and online training (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 **Hervé Boudou** at pifdh-ihrt@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.