

Employment Opportunity

Title :	Education Specialist — ES2
Organization :	Equitas – International Centre for Human Rights Education
Location :	Montréal, Canada and remote work
Status :	Full time, 35 hours/week
Salary range :	\$47.000 to \$60.000
Application deadline :	October 10, 2021
Start Date :	November, 2021

Be a part of positive social change

Imagine working for an organization whose primary mission is to advance equality, social justice and respect for human dignity. Imagine that your work aligns with your personal values and that you participate every day in creating positive social change through transformative human rights education programs. Alongside 55 like-minded colleagues in Canada and partners around the world, you could help empower people to address inequality 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 the design, development and facilitation of educational materials. The Education Specialist will be responsible for developing, delivering and evaluating human rights education activities in Canada. Reporting to the Senior Education Specialist, the successful candidate must be a team player and will work closely with the Program Officers working in the Canadian Program, the Director of Education and other Education Specialists.

Tasks and responsibilities

- Carry out the instructional design, development, and production of training materials for text-based and also online training resources. This includes materials for learning needs assessment, application forms, pre-training assignments, training manuals, online courses and evaluation instruments
- Review and revise educational materials in consultation with the Senior Education Specialist, with program staff and partner
- Conduct and facilitate training sessions on specific projects. This includes working with Equitas partners in different regions to develop training content, facilitate trainings, orient the local facilitation team, lead and/or participate in debriefings during trainings, and ensure effective evaluation of results.
- Provide coaching and follow up related to training, evaluation and implementation of local actions with young people
- Participate in other activities related to program delivery, including performing administrative tasks as needed.



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- Prepare and conduct baseline studies and needs assessments.
- Design evaluation and monitoring processes and tools, analyze data and write reports for funders.
- 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 sharing strategy both internally and externally in collaboration with the Knowledge Manager.
- Facilitate information/education sessions for Equitas staff.
- Share good practices in education, particularly on Equitas' online spaces and social media, in order to increase understanding of human rights education and Equitas' programs.
- Contribute to the development of new programs and 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 have proven conceptual and analytical skills, and demonstrated skills in designing, implementing and evaluating training programs. You have demonstrated facilitation skills and the ability to work in a team environment. You have problem solving and leadership skills.

What is essential for the role

- Eligibility to work in Canada.
- Ability to communicate orally, read and understand documents produced in French (essential) and English.
- Minimum of five (5) years' experience working in learner-centered instructional design and training delivery.
- Formal education/instructional design/curriculum development training (or equivalent experience).
- Experience working on children and youth programming in the community or schools sector
- Strong planning and organizational skills, including the ability to work on multiple projects simultaneously.
- Ability to work and communicate effectively in a cross-cultural environment.
- Excellent interpersonal skills
- Excellent knowledge of Microsoft Word for text design, InDesign, Photoshop, Survey Monkey for data collection and analysis, Excel and PowerPoint, Moodle.

What is an asset to the role



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- Experience working on anti-racism issues, gender equality and/or other social justice issues is a strong asset
- Experience in designing online training courses
- Knowledge of SharePoint, Salesforce and other software

What we offer

- We offer the chance to be a part of and make up a diverse and engaged team that 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 magnificent view of Mount Royal (although we currently work 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 that 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 on 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 Education Specialist - ES2** in the subject line by **October 10, 2021 to:**

equitas

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