

**JOB TITLE:** Education Program Coordinator, Queer History (QH)

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### **Internal/External Posting**

**Title:** Education Program Coordinator, Queer History (QH)

**Department:** Education Programs

**Status:** Full-time, 1-year term (with the possibility of renewal)

**Location:** Ottawa, ON (Remote position with option to work anywhere in Canada)

**Immediate Supervisor:** Manager of Programs

**Salary:** \$50,000.00 - \$54,646.35

### **About the Canadian Centre for Gender and Sexual Diversity (CCGSD)**

The Canadian Centre for Gender and Sexual Diversity (CCGSD) is a national, youth-focused 2SLGBTQ+ organization that promotes diversity in gender identity, gender expression, and romantic and/or sexual orientation. We address discrimination through educational programming, research, and advocacy. Our resources and programming can be used to uplift gender and sexual minorities, as well as give tools to wider populations in building allyship. For more information, please visit our website at [www.ccgds-ccdgs.org](http://www.ccgds-ccdgs.org).

If you advocate for gender and sexual diversity, anti-violence and anti-discrimination, and share our values of Equity, Access, Rights, and Participation for All – we want you on our team!

CCGSD promotes feminist and anti-oppression principles. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. *If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require*

### **SCOPE OF THE POSITION:**

The Education Program Coordinator will play a key role in the effective design, implementation, and monitoring of CCGSD's core Queer History program. The Queer History program works to educate youth about 2SLGBTQ+ Canadian history through story-telling, intergenerational connection, and centring diverse voices. Through this program, we directly address the gaps in curriculum that too often leave Two-Spirit, queer, and trans stories out of the narrative, while creating opportunities for learners to reflect on the impact that 2SLGBTQ+ change-makers have had over time.

The EPC will create interactive and meaningful learning experiences for students and educators in Canada, as well as the broader public. They will lead and support the creation and delivery of new professional development workshops and learning opportunities for Canadian education professionals working with youth on subjects that may include history, civics and careers,

political science. They will monitor program progress and performance, ensure compliance with funder requirements, and lead efforts to improve safe and affirming learning environments. The EPC will also ensure that the content and workshops produced respect the CCGSD's commitment to anti-racism and anti-discrimination.

The EPC will engage a range of stakeholders to promote the program, advance best practices and disseminate learning.

### **Program Implementation and Management**

- Oversee and ensure compliance with contractual agreements.
- Ensure accurate development and effective monitoring of work plans, budgets and performance targets, and providing analytical reports as required.
- Lead program administration and information management, maintaining the required files in keeping with CCGSD standards.
- Support monitoring and evaluation processes and ensure quality reporting to a range of stakeholders.
- Oversee activities of outreach project members in collaboration with the Manager of Programs.

### **Educational Knowledge Production and Support**

- Develop and deliver engagement opportunities for educators and students (K-12 and post-secondary) through virtual in-class workshops, lesson plans and activities, virtual field trips with special guest speakers, forums, etc.
- Engage with consultants and service providers on the creation of new lesson plans, workshops, design layouts for classroom resources, translation of materials, etc.
- Research, monitor and assess trends, best practices, and innovative approaches for public engagement with a view to testing and adapting promising tactics.
- Conduct research and evaluation of existing and new projects to ensure that the Queer History program is meeting the needs of teachers and students.

### **Institutional Engagement and Representation**

- Engage in organizational processes including team meetings, hiring/selection committees, working groups as assigned.
- Support the development project concepts for grant and funding opportunities related to 2SLGBTQ+ history.
- Ensure effectiveness of cross-organizational linkages with other departments.
- Engage in select public engagement activities that may include preparation of briefs and other materials, public speaking, learning events and media work representing CCGSD that enhance Canadian public support for 2SLGBTQ+ rights.

- Engage regularly with a multi-stakeholder advisory committee to review and test workshop and lesson plan content.
- Ensure effective linkages and communications, and develop relationships with external stakeholders including the Canadian public (educators, 2SLGBTQ+ organizations and community members), as well as donors, coalitions, networks and other audiences.

## **Other**

- Such other duties as the CCGSD may reasonably assign to you from time to time, acknowledging that the CCGSD is a small non-profit organization requiring a great deal of flexibility in the assignment of tasks and its expectations of its staff.

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## **REQUIRED EXPERIENCE, KNOWLEDGE & COMPETENCIES:**

- Strong analytical understanding of, and demonstrated experience in 2SLGBTQ+ history, including programs to promote 2SLGBTQ+ human rights in an educational context.
- A minimum of three years of experience in education and youth engagement.
- Post-secondary degree in a relevant discipline as education, history, political science, or an equivalent combination of education and experience.
- In-depth understanding of results-based management.
- Knowledge and experience of funder reporting.
- Experience managing or supporting multi-stakeholder programs including consultants.
- Excellent verbal and written communication skills in English. Fluency in French is considered a strong asset.
- Strong analytical and report-writing skills.
- Excellent organizational and administrative skills.
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders.
- Strong computer skills in word processing, spreadsheet, electronic mail and database systems, use of social networking.
- Ability to travel within Canada required.
- Ability to communicate effectively, and promptly, with diverse audiences having differing levels of knowledge.
- Commitment to and knowledge of anti-oppression, equity in education, and issues related to 2SLGBTQ+ rights in Canada, and as well as CCGSD's mission.

**\*\* MUST be eligible to work in Canada \*\***

**Please submit a cover letter and resume with the subject title "Education Program Coordinator, Queer History (QH)" to [recruitment@ccgsd-ccdgs.org](mailto:recruitment@ccgsd-ccdgs.org)**

For additional career opportunities with CCGSD, please visit <https://ccgsd-ccdgs.org/careers/>

We welcome you to join the movement to end discrimination – sign up for news and updates today: <https://ccgsd-ccdgs.org/newsletter/>