



## Education Programs Assistant

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**Title:** Educations Programs Assistant

**Department:** Educations Programs

**Status:** Part-time (15h/week), September 2022 - July 2023

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

**Immediate Supervisor:** Manager of Programs

**Hourly Wage:** \$23.07/hour

**Application deadline:** Aug 26, 2022; 11:59pm EST

### **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.ccgdsd-ccdgs.org](http://www.ccgdsd-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 CCGSD is seeking a person who is a passionate supporter of youth engagement, inclusion, and diversity in Canadian school communities. The Programs Assistant will work on components that are essential to the productivity and success of the Educations Program department. Components include but are not limited to, coordinating workshop bookings, analyzing and organizing student and teacher feedback, and supporting the building and development of educational resources for youth across Canada.

**MAJOR RESPONSIBILITIES: (This is not an exhaustive list of duties to be performed)**

- Coordinate communications with community members (including teachers) in support of workshop scheduling
- Support the development and maintenance of teacher relationships
- Coordinate the scheduling of facilitators for workshops
- Support the Education Program Coordinators in the facilitation of workshops that focus on content regarding intersectionality and diversity, gender and sexuality, relationships, and sexual health.
- Assist in the designing of workshops, facilitation notes, and other resource development
- Assist in data collection and research of relevant statistics to 2SLGBTQ+ youth engagement and support
- Assist in the collection and organization of feedback from workshops
- Assist in managing the outreach efforts of future facilitations via virtual means
- Assist in the development and support of various Educations projects and resources outside of workshop facilitation and coordination
- File materials in shared drives to maintain important records

**Other**

- Such other duties as the CCGSD may reasonably request 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 the expectations of its staff.

**ABOUT YOU:**

If you are applying for this job, you're interested in being part CCGSD's work to improve connections with and support queer and trans youth across school communities in Canada. You are dedicated to promoting gender and sexual equality, and you approach your job from an intersectional feminist and anti-racist perspective. You are excited to work in association with coordinators on projects that empower, support and positively impact queer and trans youth across Canada. You are a very organized, focused, and passionate person. You can adjust and change when necessary, and you listen actively. You have a love and appreciation for colour-coded spreadsheets and have a strong desire to develop your communication, networking, and organizational skills.

**REQUIRED EXPERIENCE, KNOWLEDGE & COMPETENCIES:**

- Previous experience with administrative organizing, resource building, and/or data management
- Ability to prioritize tasks and a demonstrated experience meeting deadlines and working independently while following project plans;
- Excellent verbal and written communication skills in English. Fluency in French is considered a strong asset.

- Capacity to communicate effectively and professionally with diverse audiences including youth, educators, community organizations, government agencies, academic partners, and others;
- Capable of generating ideas in a collaborative, problem-solving environment;
- Demonstrate strong attention to detail and applying critical analysis to ways of working and content delivery;
- Experience with facilitating conversations and trainings within groups virtually and/or in person
- An interest in and/or knowledge of equity issues, particularly from a queer, intersectional and anti-oppressive perspective, is an asset;
- Awareness of current social and political dynamics within 2SLGBTQ+ and 2SQTBIPOC communities;
- Prior experience working with youth in an educational context is an asset;
- Proficient with Microsoft Office and Google Suite;

#### **SKILLS YOU CAN EXPECT TO GROW:**

- **Communication skills** - learn to communicate adequately with others, specifically educational stakeholders.
- **Organizational and time management skills** - being able to work on multiple projects and gaining the ability to perform tasks concurrently.
- **Decision-making skills** - being able to evaluate and recommend changes and support ideas based on your own values and experience.
- **Empathy and compassion** - recognize emotions and feel comfortable in the ability to understand another's perspective
- **Teamwork and collaborative skills** - being in an environment where working with a team is imperative, you'll learn how to work and collaborate with a group of people

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

**TO APPLY**, please submit a resume and cover letter to [recruitment@ccgsd-ccdgs.org](mailto:recruitment@ccgsd-ccdgs.org), with the subject line: **Programs Assistant Application**

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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/>