

<b>PROGRAM OFFICER (INTERNATIONAL AND SOCIAL JUSTICE PROGRAM) – TEMPORARY POSITION CANADIAN TEACHERS' FEDERATION</b>
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The Canadian Teachers' Federation (CTF/FCE) is seeking a Program Officer to join its International and Social Justice team on a temporary basis starting as soon as possible for a 6-month period. Reporting to the Director of the International and Social Justice Program, the Program Officer should have a keen interest in education and social justice, particularly in the area of providing services to vulnerable children and youth during the COVID-19 pandemic.

The ideal candidate has experience:

- Conducting research, assessment, and analysis of various sources of information;
- Developing educational / training resources in planning workshops;
- Using social media and traditional media effectively and proficiently;
- Managing projects and related budgets.

The ideal candidate has:

- Excellent interpersonal skills and facility with managing group dynamics;
- Proficient computer skills (MS Outlook, Word, Excel, PowerPoint, and SharePoint);
- Advanced written and oral communication skills, particularly in English;
- Strong organizational skills with attention to details.

The ideal candidate is:

- Flexible and adaptable;
- Able to meet tight deadlines;
- A problem solver and a strategic thinker;
- Self-directed and able to work both independently and collegially;
- Familiar with organizations, programs, or resources related to digital literacy, with a particular focus on online safety;
- Supportive of the principle of equitable and high quality publicly funded public education and recognizes the contribution of unions to society.

Special consideration may be given to candidates who are bilingual (English and French) or who have a background in teaching. Experience working with schools, teacher associations / unions, or organizations serving children and youth (outside of school) is considered an asset.

Responsibilities will include, but not be limited to:

- Assisting with the management of the project budget;
- Conducting online research and assessing, analyzing, and consolidating information from various sources;
- Identifying, contacting, and engaging with organizations which serve children and youth and which have expertise in the area of digital literacy, with a particular focus on online safety;
- Assisting in the creation and facilitating the collaboration of a national coalition of organizations committed to online safety for children and youth;
- Drafting and editing materials (e.g., posters, webpages, guides, etc.) related to online safety;
- Planning training sessions related to online safety for teachers, education workers, and staff members of children- and youth-serving organizations;
- Developing a final evaluation report based upon the achievement of project goals and the lessons learned;

As well as possibly:

- Contributing to various projects and initiatives of the International and Social Justice Program team, such as international solidarity projects as well as virtual activities and events for Canadian teachers and education workers;
- Contributing to various projects and initiatives of the CTF/FCE, such as conference planning and resource development.

This temporary job opportunity is for six (6) months (October 1, 2020 to March 31, 2021). The CTF/FCE welcomes applications from persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF/FCE Deputy Secretary General Sylvain Cléroux, electronically at [scleroux@ctf-fce.ca](mailto:scleroux@ctf-fce.ca).

All applications must be received no later than noon on September 18 2020 (Eastern Time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview to be held on September 24 2020.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member Organizations that represent over 300,000 teachers across Canada. The CTF/FCE is also a member of the 32 million-member Education International.