

## **Position: Education Program Associate**

ALPHA Education is an educational non-profit organization that promotes a critical-historical investigation of the events of World War II in Asia. Our mission is to foster awareness of an often overlooked aspect of World War II history, in the interest of furthering the values of justice, peace, and reconciliation. We accomplish this through 4 directions: engaging educators and students, empowering youth, connecting with the community, and supporting research. [www.alphaeducation.org](http://www.alphaeducation.org)

The major duties of the **Education Program Associate** fall mainly within ALPHA Education's strategic direction of *Engaging Students and Educators*, with overlapping duties in the other three strategic directions – *Empowering Youth*, *Supporting Research* and *Connecting Communities*.

**Office Location:** 1775 Lawrence Avenue East, Toronto

**Working Hours:** 37.5 hours per week

**Start date:** To be negotiated

### **Roles & Responsibilities:**

Reporting directly to the Deputy Executive Director

#### **Education:**

- Develop and promote education programs, resources, and new initiatives
- Outreach and facilitate classroom workshops and student conferences
- Coordinate and facilitate professional development workshops and opportunities for teachers
- Connect and liaise with school boards and educational institutions for partnerships
- Support the design and development of impact study of programs and workshops

#### **Youth:**

- Develop and support youth programs and university chapters including organizing youth retreats
- Organize, coordinate and promote youth camps and provide support to camp programs including logistics, curriculum revision and facilitation of learning sessions at camps

#### **Others:**

- Coordinate and support ALPHA's community outreach and events as required
- Update and maintain ALPHA's website and various social media platforms to generate higher engagement and awareness
- Contribute to the design of ALPHA Education-related communication materials
- Provide proactive and creative ideas on new youth programs

### **ALPHA Education is looking for an individual who:**

- Holds a degree in education, humanities, social sciences, or related disciplines from an accredited university; post graduate qualifications are an asset
- Has at least 2 years of related work experiences and aspires to pursue a career in the non-profit sector



- Highly competent in use of technology and apps: Adobe Pro, Omeka, Canva, social media, Learning Management System such as Google Classroom and Canvas and website management e.g. WIX.
- Has a passion for history, social justice, global peace, youth empowerment and humanity education
- Is energetic with a positive and cooperative work attitude
- Is a quick learner with self-initiation and a willingness to take ownership of work, multi-task, and exceed expectations
- Has strong interpersonal and networking skills; ability to collaborate with people of different backgrounds

*\*Please note, due to the nature of this job, you may be required, from time to time, to work off-hours and off-site.*

Interested applicants please submit your **resume with a cover letter and two work references** to [hiring@alphaeducation.org](mailto: hiring@alphaeducation.org)

Only applicants who are shortlisted will be contacted.