

Position: Education & Research Associate (ERA)

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

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

Office Location: 1775 Lawrence Avenue East, Toronto

Working Hours: 37.5 hours per week

Start date: To be negotiated based on qualifications and experience

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 ALPHA Education's leadership on issues that impact Canadians
- 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 WIX website management



- Has a passion for historical research, social justice, global peace, social sciences and humanities education, and youth empowerment
- Possesses cultural sensitivity and understanding in an organization that addresses intersectionality in equity and serves diverse communities
- Is energetic with a positive and cooperative work attitude
- Is a quick learner with self-initiation, a willingness to take ownership of work, multi-task, collaborate to exceed expectations and bringing out the best in the team
- Has strong interpersonal, networking, communication skills

**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, a cover letter, and two work references** to hire@alphaeducation.org

Only applicants who are shortlisted will be contacted.