

**Officer, Education and Youth Engagement
Ottawa, Canada**

Location: Ottawa, ON (currently remote)

Type: Permanent, full-time

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to promote inclusive development. Working in Africa and Asia, the Foundation invests in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of women and men to unlock their own potential to build a better life. Learn more at akfc.ca.

Position Summary

Join us to create interactive and meaningful learning experiences for Canadian students and educators. AKFC offers free professional development opportunities and workshops for educators to empower them and equip them with the tools they need to teach their students about international development and the Sustainable Development Goals (SDGs). Through lesson plans, workshops, newsletters and more, AKFC brings more than 40 years of experience in development to classrooms across the country.

AKFC is looking for an Officer, Education and Youth Engagement. The candidate will help create innovative learning opportunities for teachers in a virtual setting. They will also create curriculum-linked lesson plans and activities for students (grades K-12) that will deepen understanding about international development, global citizenship, and the SDGs. Work will also include creating case studies and workshops for post-secondary students.

This full-time, permanent position is currently a remote position but with the intention to be based out of the Ottawa office once the office reopens. This position reports to the Manager, Education and Youth Engagement.

Your Responsibilities

- Develop and deliver creative and engaging learning opportunities for students (K-12) around international development, the Sustainable Development Goals, global citizenship education, and student leadership. This includes virtual in-class workshops, lesson plans and activities, virtual field trips with special guest speakers, quizzes, and more.
- Lead and support the creation and delivery of new professional development workshops and learning opportunities for Canadian educators and international development professionals on topics that may include gender, the Sustainable Development Goals, international development, and global citizenship.
- Support engagement opportunities for educators and post-secondary students through case-studies, workshops, and action-projects.
- Develop and produce materials and activities for families with young children, students and teachers to support the work of AKFC through an annual fundraising campaign.
- Work regularly with a multi-stakeholder advisory committee to review and test workshop and lesson plan content.
- Work closely with consultants and service providers on 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 educator and student engagement with a view to testing and adapting promising tactics.
- Conduct research and evaluation of existing and new programming to ensure that programming is meeting the needs of teachers and students.
- Take part in supporting strategies that enhance Canadian public support for global development.
- Measure and monitor programming for regular grant management reports.
- Research, monitor and assess trends, best practices, and innovative approaches for public engagement with a view to testing and adapting promising tactics.
- Ensure educational programming gender sensitive approaches and integrates relevant gender equality information.
- Ensure that the content and workshops produced respect the AKF commitment to safeguarding.

Your Qualifications

- A minimum of five years of experience in education and youth engagement
- Post-secondary degree in a relevant discipline such as education, communication, international development, public affairs, or an equivalent combination of education and experience
- Proven experience creating engaging and effective lesson plans for students (K-12), and for adult learners (educators). In-classroom teaching experience an asset.
- Experience using online teaching tools (Google Classroom and G Suite tools, Microsoft, Zoom, Easel, etc.).
- Experience working with consultants and volunteers.
- Ability to work independently, take initiative, and manage a variety of activities simultaneously.
- Superior oral and written communication skills in English. Proficiency in French is an asset.
- Knowledge of, and commitment to, international development
- A learning mindset and creative flourish!

Application Process

Qualified applicants should submit a cover letter, resume, and a sample lesson plan or educational activity via email to hr@akfc.ca, indicating *Officer, Education and Youth Engagement* in the subject line. Short-listed candidates will be invited for an interview and asked to complete a writing assignment.

The application deadline is June 28, 2021.

Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis. Please note that applicants must be eligible to work in Canada.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the [AKFC Gender Equality Policy](#).

AKFC recognizes the importance of [safeguarding](#) and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm.

AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.