



Program Assistant - High Schools

POSITION SUMMARY

This role is designed specifically for a current or recent graduate. This position will support Insight's Vancouver based team, focusing on high school program coordination, design and delivery, as well as curricular resource design, development and implementation. We are looking for an enthusiastic, organised and creative team member who can jump directly into what is turning out to be a busier spring/summer than anticipated.

LOCATION

Vancouver, BC with blend of remote/in-person

DATES / HOURS

May 3rd - August 15th, 2021 (exact dates to be confirmed with the right candidate, but are keen to hire with a start-date in early-May).

The role will be full-time (35-40 hours per week) with some flexibility and fluctuations when programs are being delivered.

REMUNERATION

\$16.50 p/hr - full-time hours with a minimum of 35hrs per week. Funding for this role has been partially provided by the Government of Canada.

KEY RESPONSIBILITIES

Program Support (~75%): As a part of the high school programs team, you'll collaborate with the program director to support the delivery of programming with Vancouver based partner schools. Current programs lined up include a mixture of in-person (with COVID-19 protocols in place), outdoors, and online. Specifically, you will:

- Take direction from our High Schools Program Director
- Assist in the development, planning and delivery of educational services and programs to partner high schools
- Coordinate partnerships with community based organizations, NGOs and social enterprises who contribute to educational programming, including scheduling, liaising with, and more
- Collaborate with program-specific contracted facilitation staff
- Support our broader programs team, both local and global, and participate in routine team meetings

Program Development (~25%): As a part of the program development team, you'll contribute to our ongoing efforts to create and roll out educational resources that educate students on a variety of global issues. Specifically, you will:

- Work with our program development team to create educational units on the UN's Sustainable Development Goals
- Create teacher resources, including activity guidelines, powerpoints, and assignments
- Develop strategies for delivering content and support to educators
- Review, edit/proofread, and provide feedback on the content and lessons you and your colleagues develop
- Collaborate with the University Operations team and provide feedback on post-program engagement

You may also contribute to:

- The role-out of our Ambassador program and campus marketing in the fall
- Additional projects/initiatives within our program development/creation

Requirements

- Canadian citizen, permanent resident, or eligible to work in Canada
- Pursuing or have completed studies in a related field (international development, education, social justice, political science, sociology, etc.)
- Excellent written and verbal communication skills
- Comprehension of the UN's SDGs, as well as core themes in international development, human rights, and sustainability
- Demonstrated experience working with students/youth in a leadership/facilitator role
- Flexible, easy-going individual with aspirations to lead
- Highly organised with excellent computer and administrative skills, particularly in Google Suite, Microsoft Office, social media platforms (experience using Hubspot, Photoshop, Wordpress and other platforms an asset)
- Self-starter with the ability to work independently and with a team
- Well-versed in Justice, Equity, Diversity and Inclusion topics
- Creative and open-minded! !

Submission Details:

Please submit a statement of interest and resume to craig@insightgloaleducation.com with 'Program Assistant', followed by your name, in the subject line. Submit your documents in a single, combined.pdf file format **by May 1st, 2021**. We will consider applications on a rolling basis. Please do not hesitate to contact us should you have any questions.