



## **STUDENT SUMMER JOB POSTING: Education Specialist**

Thanks to financial support from Canada Summer Jobs 2017, we are happy to be able to offer this position to an eligible student for a period of 8 weeks this summer. This position requires that you be returning to school in the fall and is suitable for college/university level candidates.

Please review carefully and if you meet the qualifications then please forward your cover letter and resume to [info@voicefound.ca](mailto:info@voicefound.ca).

### **Who are we?**

Voice Found is a national charitable organization committed to preventing child sexual abuse and commercial sexual exploitation. Through The Hope Found Project we provide programs and services for sex trafficked persons in Ottawa and Eastern Ontario. Our mission is to reduce the social and economic impact of childhood sexual abuse and commercial sexual exploitation.

### **Why work at Voice Found?**

You will be working in a dynamic organization that is doing meaningful work that makes an impact in our community. We will encourage you to share your ideas and try new things in a supportive environment. Staff and volunteers are truly valued and we take time for self-care. And then there is our location! We are right downtown just steps from the Byward Market – the perfect place to be in the summer time!

### **A note about our workplace**

We have strict safety and confidentiality protocols. You will be provided with comprehensive training and will not ever work alone with clients.

### **Education Specialist**

#### **Position Overview**

Students who are working towards a degree in Education and/or instructional design will have the ability to work on evidence-based creation of teaching and learning experiences that make knowledge and skill acquisition more efficient, effective and appealing in a variety of learning environments.

#### **Duties and Responsibilities**

- Assist in the development of curriculum to educate public on issues of sex trafficking, child sex abuse and sexual exploitation
- Conduct needs assessment
- Assist with the development of learning objectives
- Work with subject matter experts to acquire content that is accurate and relevant to meet learning objectives
- Define evaluation criteria
- Assist in development of online education assets

**Qualifications**

- At least one year of university or college in the field of education
- Ability to handle confidential paperwork and communications in a proper manner;
- Ability to work independently
- High attention to detail
- Innovative with an ability to engage people – exceptional communication skills.
- Self-motivated, creative and confident
- Mature and self-aware. You can work with minimal supervision but know when to ask for help. We are here to support not micro-manage you.

**Personal qualities**

- Empathy, compassion and a non-judgmental approach with people
- Reliability and punctuality
- Flexibility and adaptability to emergency situations
- Friendly and professional approach

**Please submit your cover letter and resume to [info@voicefound.ca](mailto:info@voicefound.ca) with the subject line: Student Job by May 5, 2017**