



Job Posting: Education & Research Manager

OUTSaskatoon is looking for a community-minded, enthusiastic, anti-racist, and strategy-minded individual to fill our position of Education & Research Manager. If you agree with the following statements, we want you to apply:

You believe education is one of our best tools in confronting inequity, injustice, and oppression

- You have experience creating educational presentations or resources that address social justice issues, preferably Two Spirit, Trans, and Queer issues
- You understand that anti-racist principles are key in addressing inequity
- You get excited when something you've said or created causes a person to have an "aha!" moment

You enjoy thinking outside the box and analyzing how people learn

- You aren't afraid to try new tools and approaches when teaching people
- You think of teaching people as an exciting and complex puzzle to solve
- You are able to answer questions and problem solve on the spot, whether for your staff or for those you're educating

You enjoy supervising and coaching others

- You prefer to work as a team rather than independently
- You like to pass your knowledge and skills on to others
- You show respect, empathy, and compassion to others

About the Position

Hours: 37.5 hours per week

Salary: \$46,800-\$50,700, dependant on experience

Benefits: Comprehensive benefits package available to full-time employees after three months. Matched savings plan (at 4%) available after one year of employment.

Job Term: Permanent

OUTSaskatoon is a non-profit, charitable organization that believes in the equity of trans, two spirit, intersex, lesbian, gay, bisexual, and queer people. We provide peer support and counselling, queer-specific education and resources, outreach, social gatherings and events, and community referrals. We support body, mind and spirit within a growing and changing community.

We are looking for a skilled, enthusiastic, and ambitious individual to fill the position of Education and Research Manager. The Education and Research Manager is responsible for overseeing OUTSaskatoon's education and research arm of programming, projects, and initiatives in order to deliver consistently high quality, reliable, and progressive outcomes for Saskatoon and area. This position requires a deep understanding of Two Spirit, Trans, and Queer communities as well as BIPOC communities.

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We wish to emphasize that OUTSaskatoon is dedicated to building an organization that reflects the diversity of all we serve. This includes prioritizing applicants that are diverse in gender, sexual orientation, culture, race, and religion. Please use your cover letter to tell us about your unique perspectives, experiences, lived experience and abilities, as they apply to your fit within the OUTSaskatoon team. **Preferential consideration will be given to Two Spirit, First Nations, and Metis applicants. We rely on section 48 of The Saskatchewan Human Rights Code for this measure.**

Tasks:

1. Works with the Leadership team to recruit, onboard, supervise, and evaluate direct reports
2. Ensures that all educational and research initiatives and projects are responsive to the needs of the community, are of the highest quality, and satisfy required outcomes as defined by community members, funders, sponsors, and OUTSaskatoon's Strategic Plan.
3. Develops and delivers education presentations, workshops, and lectures to corporations, small businesses, non-profits, government agencies, learning institutions, etc.
4. Plans and coordinates the delivery of OUTSaskatoon's overall educational activities for groups including, but not limited to, students, teachers, businesses, healthcare professionals, community partners, and the 2SLGBTQ community.
5. Manages the education and resource sections of OUTSaskatoon's website

A full list of tasks and responsibilities can be found: www.outsaskatoon.ca/work_here

Qualifications:

A relevant undergraduate degree in social sciences, education, or social work. Lived experience is also seen as equitable to secondary education. Experience providing education, creating resources, or building curricula is required. Experience conducting or coordinating research, or facilitating research partnerships is an asset. Extensive knowledge of issues impacting Two Spirit, Trans, and Queer people and BIPOC (Black, Indigenous, and People of Colour) communities is essential. Knowledge of anti-racism, anti-oppressive, harm reduction, and trauma-informed principles. Driver's license and access to a vehicle is an asset. Proficiency in Google Drive, Google Slides, Microsoft Word, and Excel is essential. Experience with Slack, Canva, Adobe Illustrator, Trello, or Salesforce is an asset. Criminal record check is required.

A full list of qualification requirements can be found: www.outsaskatoon.ca/work_here

Working Conditions: The incumbent will work and supervise from home until Covid-19 guidelines reflect otherwise.

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Deadline: Monday, May 10th at 5:00 pm.

In order to successfully apply, you must submit:

- **Detailed cover letter** (applicants that do not include a cover letter will not be considered)
 - Applicants are encouraged to highlight lived experience
- **Resume** highlighting relevant education and work experience
- **Three references**

By email to:

ATTN: Amanda Guthrie | she/her
Co-Interim Executive Director, OUTSaskatoon
director@outsaskatoon.ca
Ph: 306-665-1224

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