



Education and Research Manager

Reports to	<i>Executive Director</i>
Direct Reports	<i>Gender Based Violence Education Coordinator, fYrefly Saskatchewan Coordinator, Sexual Health Educator, Trans Health Navigator, Housing Education Coordinator, Housing Research Coordinator</i>

Position Summary

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. Knowledge of language, lived experiences, barriers, and strategies for safer and affirming practices is essential. Specific responsibilities include implementing our strategic plan’s goals related to Education & Research and setting the vision and mission for OUTSaskatoon’s educational and resource offerings. Experience supervising and coaching is required as the position oversees 6 positions within the organization and is key in ensuring team objectives and outputs are met according to deadlines and grant related expectations.

Duties and Responsibilities:

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
6. Assists with managing OUTSaskatoon’s Salesforce accounts (used for data management and evaluation)
7. Prepares and/or coordinates contracts for reports, resources, publications, and materials, as needed.
8. Oversees the development and distribution of OUTSaskatoon’s resources and educational materials at all levels (print and online).
9. Writes funding proposals and regular reports for the funding sources within the position’s purview (PHAC, WAGE, Ministry of Education, CIF, and others as they arise). Participates and guides effective evaluation of related projects.
10. Oversees monthly statistical record-keeping and reporting amongst all direct reports and areas of purview.
11. Works with community based organizations and learning institutions to coordinate research projects and works to ensure projects are ethically sound and community focused



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12. Completes special assignments as required e.g. managing evaluation activities, planning and conducting professional development, serving on-call for Pride Home, and stepping in for other staff as needed.

Accountabilities

Outcomes/Results	Standards to Follow
<ul style="list-style-type: none"> ● Effective and progressive supervision of staff ● Effective and responsive professional development and training for employees ● Innovative and effective Educational activities in the community and province. ● Assigned projects managed and completed. 	<ul style="list-style-type: none"> ● Timely, organized, and professional ● Confidential treatment of all information and materials ● Collaboration as required to complete assignments ● Focus on productive working relations with all co-workers ● Prompt communication of issues of importance or concern to supervisor. ● Setting priorities for own work and meeting deadlines ● Compliance with all relevant legislation, regulations, policies and procedures

Education & Experience

- 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 is essential.
- Knowledge of anti-racism, anti-oppression, 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.

Effort

- Responsibilities are complex and require extended effort.
- Handles a significant supervisory load.
- Problems are addressed by using sound judgment, thinking strategically, and relying on the advice and feedback from colleagues.
- Experiences interruptions at peak periods and works to specific timelines and expectations.
- Often experiences high volumes of work and/or unanticipated deadlines.
- Dealing with difficult human circumstances and emotions occurs on a regular basis.

Working Conditions



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- OUTSaskatoon's work environment strives to be an anti-oppressive and trauma-informed organization that practices harm reduction throughout all our services.
- This position is office based but due to Covid-19 will work from home until otherwise stated.
- Some shift and weekend work is required. The position is on-call one week per month for Pride Home.
- Navigating sensitive circumstances and emotions occurs on a regular basis.
- Light physical duties may be required, dependent upon candidates abilities.
- Travels within the province and occasionally travels nationally.