



Multicultural Council of Saskatchewan

From Many Peoples Strength

MCoS Education and BRIDGES Coordinator Job Description

Responsible to:	Executive Director
Salary:	Competitive Salary
Temporary:	July 1, 2017 to July 31, 2018
Hours:	Full-time: 37.5 hours per week (9:00 am to 4:30 pm; Monday to Friday) with some need for evening and weekend availability

The Multicultural Council of Saskatchewan is committed to promoting, fostering, improving and developing multiculturalism in the cultural, economic, social and political life of Saskatchewan while working to achieve equality of all residents. MCoS is a non-profit charitable provincial cultural organization that provides service and support to multicultural and ethnocultural organizations across Saskatchewan. The office is located in Regina. In order to meet the needs for education and training in a number of sectors, MCoS is increasing its educational capacity. We have recently trained facilitators in communities throughout the province who are able to provide workshops and other supports to businesses, non-profit organizations, schools and other agencies on topics such as cultural diversity, intercultural communications, and equity. More training is planned to address anti-racism, Indigenous awareness and reconciliation. This position is also responsible for the Building Relationships Interculturally through Dialogue and Growing Engagement in Saskatchewan ([BRIDGES](#)).

Responsibilities:

The Education Coordinator is responsible for coordinating the organization's education and training activities. The temporary Education and BRIDGES Coordinator will implement and develop plans that align with the organization's Strategic Directions, mandate and operational plans, in order to build the capacity to provide for the need for learning opportunities related to multiculturalism in many sectors and on a variety of topics. The Education and BRIDGES Coordinator will conduct research and evaluation and use information from community relationships in order to continue, modify and expand existing activities and establish new activities in order to achieve the Ends as defined by the Board of Directors. The Education Coordinator reports and is responsible to the Executive Director and works in accordance with the policies of the organization.

The Education and BRIDGES Coordinator will be responsible to:

- In conjunction with Executive Director, implement the strategy to build the capacity to provide for the need for learning opportunities related to multiculturalism in Saskatchewan in many sectors and on a variety of topics in line with the overarching plans of MCoS
- Continue and expand the anti-racism youth leadership workshops
- Coordinate member development workshops
- Coordinate a provincial network of trained facilitators
 - Build relationships in diverse sectors to attract requests for services
 - Coordinate training for facilitators

- Manage facilitators and requests for training
- Analyze data from evaluations to ensure consistent quality and continuous improvement
- Assess and evaluate education program outcomes on a regular basis to provide input into future planning
- Coordinate BRIDGES
 - Support local projects, both those underway and interested communities
 - Coordinate local projects as needed
 - Communication with funders and sponsors
 - Training for local coordinators
 - Coordinate provincial partners
- Participate in planning public education campaigns
- Coordinate the distribution of provincial educational campaign information
- Research to inform training, policy development, and promising practices in the field
- Explore distance education potential, such as webinars
- Prepare and submit annual budget to the Executive Director;
- Other duties as assigned by the Executive Director.

Knowledge, Skills, Abilities and Requirements:

The Education Coordinator will:

- Have an undergraduate degree in education or a combination of formal schooling, self-education, prior experience and on-the-job training;
- Have demonstrated education experience with a variety of audiences (including adults and youth) and methodologies on topics such as cultural diversity, intercultural communications, anti-racism and equity; experience in non-profit or community-based organizations an asset;
- Have excellent written and verbal communication skills with the ability write, proofread and edit; a superior command of the English language along with attention to detail and quality, is essential;
- Have excellent interpersonal and cross-cultural communication skills with a demonstrated welcoming, respectful approach to interactions. Familiarity with the multicultural community, the issues it faces, and the benefits of diversity is a significant asset;
- Have demonstrated experience in program coordination
- Have demonstrated experience in research and evaluation
- Have excellent computer skills (word processing, Excel, PowerPoint, etc.);
- Have strong organizational skills and a commitment to professionalism, including the ability to multi-task, manage timelines and multiple deadlines;
- Demonstrate a proven track record of working harmoniously within teams;
- Be an independent, energetic, analytical, self-starting and responsible worker, driven by successful, punctual and quality outcomes;
- Have the ability to travel in Saskatchewan, and have a valid driver's licence; and
- Be willing to work occasional evenings and weekends.

This position requires a criminal record check.

MCoS appreciates all responses to this competition, however, only those candidates selected for an interview will be contacted. We are committed to workplace diversity.

Please make any inquiries and submit cover letter and résumé electronically by 4:30 p.m. Thursday, June 1, 2017 to: Rhonda Rosenberg, Executive Director at exec@mcos.ca.