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 **Job Posting**

**July 19, 2016**

**KAIROS: Canadian Ecumenical Justice Initiatives is an ecological Justice and Human Rights Organization of eleven Canadian Churches and religious organizations.**

**POSITION TITLE:** Justice Education Project Coordinator

**REPORTS TO:**  Manager, Programs

**OFFICE LOCATION:**  Toronto, Ontario

**CLASSIFICATION:** One-year full-time contract position (temporary unionized position)

**STARTING DATE:** September 1, 2016

**STARTING SALARY:** $51,468 to $56,883 (plus 10% in lieu of benefits and 4% in lieu of vacation)

**Purpose of This Position**

In the context of KAIROS’ vision and mission, the Justice Education Project Coordinator will be responsible for developing workshops on KAIROS priority issues, collaborating on the development of educational and worship resources, contributing to further development of the KAIROS network, and assisting with the KAIROS Blanket Exercise program.

**RESPONSIBILITIES**

**Workshop development**

* In collaboration with KAIROS program coordinators, develop, pilot and evaluate workshops to educate and mobilize the public on KAIROS priority issues.

# Resource Production

# In consultation with KAIROS program coordinators, identify program needs and propose print, online and audio-visual educational and worship resources on KAIROS priority issues for ecumenical church constituencies and other networks.

* In consultation with KAIROS program coordinators, draft (or popularize) resources and coordinate the editing and production process.
* Propose and manage budgets for print, online and audio-visual educational and worship resources, and contribute to the creation of a system for retention of original materials.
* Contribute to the production of promotional strategies for educational and worship resources.

**Network Development**

* In consultation with KAIROS movement building staff, revise and coordinate the process of welcoming new members of the KAIROS network.
* With fundraising and movement building staff, organize outreach to the KAIROS constituency through mailings and email.
* In collaboration with key stakeholders, including staff, develop and implement strategies to assess and further develop the KAIROS network.

**KAIROS Blanket Exercise animation**

* In collaboration with KAIROS program staff, assist with the development of systems and processes to respond to requests for the KAIROS Blanket Exercise.
* Facilitate the KAIROS Blanket Exercise as required.
* Support and train volunteer facilitators.
* Contribute to the development of the KAIROS Blanket Exercise on-line Resource Centre and related resources.
* Assist with the development of supporting resources or alternate scripts as required.

**Requirements**

* Commitment to the mission and values of KAIROS
* Evidence of capacity to build networks with church related organizations and constituencies
* Ability to work comfortably in a faith-based environment
* University degree in education, community work or related subject
* Three to five years experience in the design and facilitation of justice-themed workshops utilizing adult education and/or popular education techniques
* Three to five years experience in the production and promotion of worship and educational resources for ecumenical networks
* Good knowledge and understanding of KAIROS priority issues, especially related to Israel-Palestine and/or migrant justice
* Experience with the KAIROS Blanket Exercise an asset
* French competency an asset
* Ability to meet firm deadlines
* Excellent oral and written communication skills
* Proficiency in computer technology, programs and databases
* Excellent organization and time management skills
* Experience in project and budget management
* Proven capacity to work well in a collegial team, under the supervision of a Manager

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| **Application deadline: August 9, 2016 @4:00 pm**Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position. We encourage people with disabilities, people of colour, and Indigenous people to identify this information in their application as we are actively attempting to address employment barriers for these groups and to enhance diversity in our workplace.Applications should be emailed to Susan James: sjames@kairoscanada.org |

**Thank you to all applicants for your interest in this position. Please note that only candidates selected for an interview will be contacted.**