

Job Opportunity:

Community Engagement and Education Officer

The Prince Edward Island Human Rights Commission is seeking a passionate and experienced individual to join our organization as a Community Engagement and Education Officer.

This position will involve designing and implementing community engagement and education initiatives to promote human rights in Prince Edward Island. The ideal candidate should have a deep understanding of human rights issues and possess excellent organizational, communication and interpersonal skills.

Tasks & Responsibilities:

- Develop and implement community engagement and education initiatives to promote human rights and social justice.
- Develop educational materials and resources for community members, schools, and other stakeholders, including print, website and social media content.
- Conduct workshops, trainings and presentations to educate and raise awareness on human rights issues and concerns.
- Build and maintain relationships with community organizations and stakeholders to foster collaboration and cooperation.
- Respond to inquiries by the public.
- Collaborate with the organization's leadership team to develop strategies and programs that align with the organization's mission and objectives.
- Evaluate the effectiveness of educational and engagement initiatives and adjust as needed.
- Stay up to date on human rights issues and concerns, as well as trends and best practices in community engagement and education.

Requirements:

- Strong knowledge of human rights issues and concerns, as well as related legislation and policies.
- Strong understanding of the role of the PEI Human Rights Commission.
- Excellent written and verbal communication skills, with the ability to communicate effectively with diverse audiences in English.
- Minimum of 2 years of experience in community engagement and education.
- Experience in different methods of program delivery including virtually.
- Demonstrated ability to develop and implement successful community engagement and education initiatives.
- Strong organizational and project management skills, with the ability to manage multiple tasks and priorities effectively.
- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Ability to work independently as well as part of a team, in person and virtually.

Requirements continued:

- Proficiency in Microsoft Office Suite and other relevant software.
- Applicants must have access to a reliable means of transportation that will support travel across PEI.

Assets:

- Bachelor's degree in education, social work or a related social science field.
- Proficiency in French or another second language.

Duration: This is a 6-8 month contract position with the possibility of becoming a long term (indefinite) position, commencing October, 2023 or as otherwise agreed upon.

Location: 9 Pownal Street, Charlottetown, PEI C1A 0K2

Hours: Monday - Friday, 8 a.m. - 4 p.m. Some alternative hours may be required.

Remuneration: Contract salary \$30 per hour. Should the successful applicant be offered an indefinite position, additional salary options and benefits, (including medical and pension), will be available.

Please submit your resume along with a cover letter explaining your qualifications and interest in this position to amksheen@peihumanrights.ca by **4pm September 22, 2023**.

The Human Rights Commission recognizes and values lived experience and encourages applicants of diverse backgrounds to apply.