

National Family and Survivors Circle Inc

Job Description



NATIONAL FAMILY AND SURVIVORS CIRCLE
Nothing About Us, Without Us

Job Title:	Curriculum Developer & Education Specialist	Hours of Work:	8:30am-4:30pm
Classification:		Reports to:	NFSC Inc Chair/President
Department:		Staff Supervised:	
Location:	Headingley, Manitoba	Probationary Period:	3 months

POSITION SUMMARY

The Curriculum Developer & Education Specialist at the National Family and Survivors Circle Inc (NFSC Inc) plays a pivotal role in advancing our mission to support and empower families of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ people (MMIWG2S+), and survivors of gender- and race-based violence. This role involves designing and developing culturally relevant, trauma-informed, and engaging educational materials and programs that promote awareness, prevention, and healing. The Curriculum Developer & Education Specialist will collaborate with the organization’s staff, diverse stakeholders, including community leaders, educators, and subject matter experts, to create impactful educational content and curriculum materials for public education and awareness. This position also entails facilitating training sessions, conducting needs assessments, and continuously improving educational offerings based on emerging trends and best practices. The ideal candidate will possess strong instructional design skills, a deep understanding of trauma-informed education, and a commitment to social justice and advocacy.

QUALIFICATIONS

Education

- Bachelor's degree in Education, Social Work, Psychology, or related field; Master's degree preferred.

Experience

- Minimum of 5 years of experience in curriculum development, education, or related field, with a focus on trauma-informed care, social justice, or violence prevention.

Knowledge, Skills and Abilities

- Knowledge of Indigenous rights, gender-based violence, the 231 Calls for Justice, the National Action Plan on MMIWG2S+ (including the NFSC contribution), the Federal Pathway, and issues facing Indigenous women, girls, and 2SLGBTQQIA+ people in Canada.
- Empathy, sensitivity, and understanding of the unique challenges faced by families of MMIWG2S+ and survivors of gender- and race-based violence, awareness of their strengths, and recognition of their lived experience and expertise.

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- Experience designing and delivering culturally relevant, trauma-informed, and empowering educational programs and materials for diverse audiences.
- Excellent communication and facilitation skills, with the ability to engage and inspire participants in learning and dialogue.
- Demonstrated ability to work collaboratively with diverse stakeholders, including survivors, families, community organizations, and government agencies.
- Proficiency in curriculum development principles, instructional design methodologies, and educational technology tools.
- Commitment to NFSC Inc's mission and values, with a passion for social justice, advocacy, and empowerment.

DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive curriculum strategy aligned with NFSC Inc's mission and values, addressing topics such as trauma, healing, prevention, and advocacy.
- Design engaging and interactive educational materials, including lesson plans, presentations, workshops, training modules, and resource guides, incorporating diverse perspectives and lived experiences.
- Collaborate with subject matter experts, community leaders, and educators to ensure the cultural appropriateness, relevance, and effectiveness of educational content.
- Conduct research and needs assessments to identify gaps and emerging trends in education related to violence and injustice and adapt curriculum materials accordingly.
- Facilitate training sessions, workshops, and community events to disseminate educational content and support capacity-building efforts among stakeholders.
- Provide technical assistance and support to partners and stakeholders in implementing NFSC Inc's educational programs and initiatives.
- Evaluate the impact and effectiveness of educational programs through data collection, assessment, and feedback mechanisms, and make recommendations for continuous improvement.
- Stay informed about best practices, emerging trends, and innovations in education, trauma-informed care, and advocacy, and integrate new knowledge into NFSC Inc's educational offerings.
- Represent NFSC Inc in meetings, conferences, and other forums as a subject matter expert on education and training related to violence and injustice.

ADDITIONAL INFORMATION

At the NFSC Inc, we are committed to creating a diverse, inclusive, and equitable workplace where all employees feel valued, respected, and supported. We offer competitive compensation and benefits packages, including opportunities for professional development and growth.

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IMPORTANT CONSIDERATION

This position requires engagement with sensitive topics related to gender-based violence and the crisis of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ people, which may be triggering. Candidates should be prepared for the emotional aspects of this work, approaching it with resilience, care, and a commitment to healing and advocacy.

SIGNATURE

By signing below, you affirm your understanding and acceptance of the responsibilities and expectations outlined in this job description. Your signature signifies your commitment to contributing to the mission and values of the National Family and Survivors Circle Inc (NFSC Inc).

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Employee Signature

Date

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Employer Signature

Date

Original to Human Resources
Copy to Supervisor
Copy to Employee