

Program Facilitator Job Description

Curated Leadership is a woman of colour founded and run organization that provides training, coaching, and strategic planning to organizations on the fundamentals of equity, diversity, and inclusion. Through an anti-oppressive lens, we inspire others to seek awareness, education, and action. We provide our team members with mentorship and learning opportunities to meet their personal and professional goals. To learn more about our mission and values visit us at www.curatedleadership.com

We are looking for individuals who are creative, committed to equity and justice, pay attention to detail, and have strong communication skills. These individuals will have skills in marketing and communications for both print and digital and enjoy content creation.

Job Responsibilities

We are looking for someone creative and organized with strong communication and interpersonal skills to support us in running and implementing workshops and sessions that uphold our values as an organization.

What will you do ?

- Research content related to Diversity, Equity, & Inclusion
- Design and develop slide decks and materials to be used in sessions and workshops
- Facilitate workshops and programs for our clients - either virtual, hybrid, or in person
- Update content and information based on client feedback and needs
- Conduct pre & post-session surveys and reflections to instill good practice and growth mindset
- Participate in client planning meetings when necessary and report back
- Utilize online assistive technology tools within sessions for accessibility
- Review and update weekly and monthly key performance indicators (KPIs)
- Conduct ongoing research on current issues and trends to include in communications
- Additional tasks as required

What you bring to the team:

- You are creative and curious and not afraid to ask questions

- You are able to work independently & collaboratively, anticipating and resolving problems
- You have a resourceful attitude and are well organized, with a strong attention to detail
- You are able to readily adapt to changing work environments and projects with competing deadlines
- You can hold the attention of a large group of people while encouraging engagement
- Strong and evidenced communication and facilitation skills

Required Skills:

- A minimum of 2 years of experience in facilitation (ie. teaching, public speaking)
- Flexible and have strong adaptability skills
- A strong understanding of the fundamentals of equity, diversity, and inclusion
- Strong English written and oral language skills (French language skills are not required but are an asset)
- Knowledge of applications such as Canva, Adobe, Google Workspace, Zoom, Otter.ai, Calendly, Microsoft Office, Mentimeter

Compensation range is \$30 - \$500 depending on project and scope. Position is a part-time contract position.

Submit your cover letter and resume to hello@curatedleadership.com

Curated Leadership is an equal opportunity employer.