



## **Research and Resource Development Associate**

### **About ALPHA Education:**

ALPHA Education (Association for Learning and Preserving the History of Asia WWII) is an educational non-profit, and registered charity in Canada that promotes a critical-historical investigation of the history of World War II in Asia. By drawing on methodologies and perspectives in humanities scholarship, and uniting these with a commitment to critical pedagogy, ALPHA Education provides a network of support and educational resources to students who strive to make connections between these important historical events and the atrocities of war that continue in the present.

ALPHA Education's mission is to foster awareness of an often-overlooked aspect of World War II history, in the interest of furthering the values of justice, peace, and reconciliation, both for survivors of the past and for those who shape the historical narratives of the present and future. Our goal is to activate historical memory and dialogue in order to promote reconciliation, healing, closure, and cross-cultural understanding.

ALPHA Education engages scholarly analysis, archival data, and lived experiences, connecting educators and students through a comprehensive learning platform that encourages the kind of critical analyses of wartime atrocities that unite the past, present, and future. We use these resources to connect with our broader community through workshops, outreach programs, and opportunities for experiential learning, so that this history can be reclaimed and used to inspire peace education both inside and outside official learning institutions. As well, we forge connections with a variety of universities in order to support ongoing research and to empower students in the interest of promoting youth leadership on campus and in the world.

### **About the Position:**

ALPHA Education is seeking an experienced researcher and educator to lead and coordinate our research and resource development efforts in the context of humanity and social justice education. With strong academic credentials, minimally a Masters degree, the applicant should possess excellent research skills and understanding of student supervision best practices. Working with a diverse team, as well as local and international students (in-person and remotely), the Research and Resource Development Associate will be responsible for teaching resource and curriculum development, research-related initiatives of our organization, and will liaise with scholars, students, universities and centres of research, fostering student development, critical historical investigation, and global citizenship.

### **Primary Responsibilities:**

Reporting to the Executive Director and Deputy Executive Director, the Research and Resource Development Associate will

- Develop educational resources, publications, and programs
- Support and conduct research
- Maintain digital archives
- Liaise with academics in related fields
- Compile research and stay up-to-date with relevant scholarship
- Coordinate internships overseas and in Canada
- Supervise interns and research volunteers
- Evaluate intern/student work
- Facilitate or co-facilitate in-person or virtual workshops and other presentations
- Work as a team with ALPHA Education staff
- Support other education and museum projects, as needed

### **Skills Required:**

- Advanced research and analytic skills
- Experience with primary and secondary source materials
- Writing for academics and non-academic, general audiences
- Impeccable editing skills for reviewing education resources
- Experienced in providing formative feedback and evaluation of students and interns research essays, discussion papers, and different forms of written work
- Experience in print and digital resource development of lesson plans, resource guides, one-pagers
- Competent and creative in design and development of workshops, presentations and lessons
- Strong organizational skills
- Archival experience an asset, particularly digital archives
- Team skills and management, especially with volunteers
- Computer technology literacy and competency in Windows OS and MS Office (Word, Excel, PowerPoint), Website applications, Adobe Creative Suite, Learning Management Systems, Apps for virtual teaching and resource development

### **Education:**

- Minimum a Master's Degree
- More than one Masters or PhD will be an asset

### **Related Fields Specializations:**

- History
- Education and Pedagogy
- Human Rights
- Peace and Conflict Studies
- International Relations
- Equity and Diversity Studies
- Gender and/or Women's Studies
- Other Humanities and Social Sciences disciplines, as applicable

**Experience:**

- Supervision of undergraduates and/or postgraduates: 2 year minimum
- Resource Development: 2 years minimum
- Academic Research: 4 years minimum
- Academic Writing: 4 years
- Work experience that is relevant will be considered on an individual basis

**Qualities: We are looking for an individual that:**

- Has a passion for history, social justice, peace and human rights education
- Is a quick learner with a willingness to take ownership of work; can multi-task and exceed expectations with minimal supervision
- Has robust research experience, including discernment of sources and working with primary and secondary sources
- Has experience in working with undergraduate and post-graduate students, including evaluating academic work
- Has strong interpersonal skills; ability to collaborate and communicate effectively with people of different backgrounds and with different perspectives
- Takes feedback as continuous learning and open to program reviews, revisions and recalibration
- Takes initiative and embraces accountability
- Is energetic with a positive and inclusive attitude

\*Please note, due to the nature of this job, the Research & Resource Development Associate may be required, from time to time, to work off-hours and off-site

**Application**

If you are interested in this position, please submit a **CV/resume and cover letter.**

Note: The cover letter should be a summary of your most relevant skills and experiences, your approach to pedagogy, as well as an indication of how ALPHA Education would benefit from having you as a team member. Two writing samples may be requested at a later stage of the selection process.

**Deadline:** Review of applications will begin immediately.

**Job Type:** Full Time 2-years Contract

**Office Location:** 1775 Lawrence Avenue East

**Working Hours:** 40 hours per week

**Salary:** Based on experience

**Intended start date:** Negotiable