



Catholic Crosscultural Services

JOB POSTING
RSTP Online/Content Writer
(FT 35 hours/wk. Contract to March 31, 2017)

The Refugee Sponsorship Training Program (RSTP) is a program of Catholic Crosscultural Services that provides training and information on a national level to groups involved in the Private Sponsorship of Refugees Program. Catholic Crosscultural Services is seeking a RSTP Online/Content Writer to work on a short term contract to update and modify existing RSTP materials and develop new materials in various formats.

RESPONSIBILITIES:

- Update the content and format of exiting RSTP training materials and tools to reflect policy and program changes in the Private Sponsorship of Refugees Program
- Modify existing hard copy training materials into accessible on-line formats
- Produce new training materials and tools in response to needs and in various formats
- Apply adult learning and education principles and clear language and design principles in all materials
- Conduct research to assist in the development of the training material
- Maintain a shared 'library' of training materials and presentations for the use of all Trainer/Support Workers
- Update RSTP's e-training curriculum as required
- Work with RSTP Trainers across Canada to identify training needs and develop appropriate materials

QUALIFICATIONS:

- Undergraduate degree or equivalent training in human services or adult education field
- Proven experience in development of training materials for adults in a variety of media and formats
- Experience with developing on-line materials and in modifying existing material to an on-line format
- Outstanding research, communication, writing and editing skills
- Knowledge of and ability to prepare materials using clear language and design principles
- Experience and understanding of the refugee resettlement sector and the settlement sector
- Knowledge, understanding and sensitivity to issues affecting refugees and immigrants
- Demonstrated ability to work effectively in a fast paced environment
- Ability to work well independently, and as part of a team

Location: Toronto
Hours: 35 hours/week; occasional evenings or weekends as required
Rate of Pay: \$27 per hour
Duration: ASAP to March 31, 2017

Please submit cover letter and resume quoting file# T225 no later than 5:00 pm on October 9, 2016
to: E-mail: resume@cathcrosscultural.org

CCS is an equal opportunity employer. We welcome applications from all qualified candidates.
Only candidates to be interviewed will be contacted, *no phone calls, please.*