



JOB POSTING: Next Generation Project Assistant / Youth Facilitator

About the Mosaic Institute

The Mosaic Institute is a ‘think and do tank’ that creates platforms for learning and dialogue among diverse Canadian communities to advance justice, promote peace, and reduce conflict.

Difference is the solution

The Mosaic Institute is a charitable not-for-profit organization founded in 2007. We are a national platform that amplifies the voices of Canada’s diverse communities.

We believe that an equitable and thriving society is made possible when different people experience themselves as valued members of society, which begins with being heard.

We strive to demonstrate that our differences are not problems; they do not need to be masked, ignored, or tolerated.

Instead, at The Mosaic Institute we believe that we need to engage with and leverage our differences, because our differences are in fact an important source for solutions to our shared social issues.

- We host dialogues defined by respect.
- We conduct research that is thoughtful and rigorous.
- We create spaces for young people to learn, collaborate, and speak.
- We showcase how diversity and difference can be a source for valuable solutions to social challenges at home and abroad.

Description of Next Generation Project:

The Next Generation: Canadian Global Citizenship Project is a global citizenship education project for Canadian high school students. The overall purpose of Next Generation is to encourage social cohesion and to support youth to become active agents of social change and promoters of peace and justice in Canada, and around the world. Next Generation seeks to achieve these goals by cultivating specific skills, knowledge, and competencies in areas that include citizenship, leadership, critical thinking, respectful dialogue, and inclusion. Since 2011, the program has engaged over 1200 secondary school students from 7 public school boards in both Ontario and British Columbia. In 2012, the Project was recognized with an Award of Excellence from the Canadian Race Relations Foundation.

The structure of the Next Generation Project provides high school students with 20-25 specially designed workshops to select from over four to six conference-format days, as well as a self-selected social action campaign to design and complete. Next Generation workshop curriculum provides students with an opportunity to explore identity, family histories, migration, Canada's history, Canadian challenges on the road to becoming a multicultural country, and active Global Citizenship. The social action projects encourage students to take what they have learned during the workshop days and apply it outside of the classroom. The curriculum and the projects work together to provide a rich and unique educational



experience that seeks to enhance students' knowledge of global citizenship and help create the next generation of Canadian leaders.

Beginning in Fall 2017, the Next Generation Project will be taking place in the Toronto District School Board at Dr. Norman Bethune C.I.

Description of Responsibilities

The Project Assistant will provide support to the Ontario Region Project Coordinator between September and December 2017 while Next Generation is being implemented in the Toronto District School Board. The Project Assistant will also be responsible for facilitating and managing the Student Organizing Committee at Dr. Norman Bethune C.I., which will consist of approximately 15-20 students.

Pre-Conference Day Responsibilities

Workshop Facilitator Preparation Sessions:

- Assisting Ontario Project Coordinator with preparation for workshop facilitator orientation and conference day preparation sessions (Conference Days 1, 2, 3, 4, 5).
- Printing and Photocopying
- Assembly of binders
- Assisting with providing refreshments and light meals
- Assisting with set-up and take down of A/V equipment and other technology as required
- Maintaining a tidy boardroom space during and after preparation sessions

Conference Day Preparations:

- Assisting with print and photocopying of Conference Day materials.
- Assisting in purchasing and/or maintaining supplies for participating students
- Assisting in purchasing and/or maintaining supplies for workshop facilitators
- Assisting in the creation of student name tags
- Assisting in creating class lists
- Assisting in the purchase and transport of refreshments and health snacks
- Preparing materials as needed for the Student Organizing Committee

Conference Days Responsibilities

Conference Days:

- Assisting with transportation and set up of refreshments, coffee/tea, and morning breakfast items for project staff for each Conference Day
- Assisting with distributing student name tags and class lists
- Providing support to workshop facilitators and school staff participating in the project
- Assisting with the coordination and logistics for catered lunches for all project participants and staff
- Assisting with set-up and take-down of opening and closing plenaries on each Conference Day
- Assisting with presentations during opening and closing plenary sessions
- Ensuring that Mosaic's Next Generation Project posters and signage are appropriately placed on classroom doors and all spaces where the project is taking place within the school
- Assisting with the distribution and collection of all project evaluations or surveys



- Working directly with the Student Organizing Committee and facilitating their role in the project

Facilitating the Student Organizing Committee (SOC)

The Project Assistant will facilitate, plan, coordinate, and oversee the activities of the Student Organizing Committee (SOC). The SOC is a vital part of the Next Generation Project in public secondary schools.

The SOC is an essential source of logistical support, and at the same time has a special role in documenting the in-school Conference Days for students and sharing them via presentations which include photos, videos, blogs, and short spoken word performances.

The SOC is a chance for students to develop valuable skills in writing, photography, videography, interviewing, creating presentations, management, leadership, media production, public speaking, event coordination, and communication.

The SOC Facilitator will be responsible for working with students to identify their capacities, train them in new skills or equipment (for example in media production), ramp up levels of responsibility for students as they become comfortable with new skills, and provide continuous feedback to students. The facilitator will also spend time with students to create a unique art project that connects with the community service projects.

As the SOC facilitator, you will be responsible for managing students in the following:

- Set-up and take down of A/V equipment for in-school Conference Day opening/closing plenaries and classrooms
- Ensuring that they place project signage around school prior to students arriving
- Greeting project participants as they arrive for the conference day
- Assisting with warm-up and community building activities during the opening/closing plenary sessions
- Coordinating snacks for students during health break
- Lunch set-up, serving food as requires, and clean up
- Removing signs and packing up all project materials at the end of each Conference Day, as required

As the SOC facilitator, you will be responsible for mentoring and supporting students in the following:

- Media production
- Interviewing guest speakers
- Interviewing student participants
- Documenting workshops through photos, videos, and short written pieces
- Writing short blogs published by the Mosaic Institute
- Creating short presentations and/or activities for students during opening/closing plenary sessions



- Engaging students and over lunch with some form of visual presentation, art activity, music, or spoken word.
- Using social media to document conference days and engage past and present students who are participating through Facebook, Twitter, and Instagram
- Public Speaking (co-MCing the opening/closing plenaries, introducing guest speakers)
- Event Coordination (co-coordinating the Next Generation Youth Summit)
- Raising awareness about student group Community Service Projects and providing support during days which they are implemented at the school

Qualifications:

- Post secondary degree, B.Ed an asset
- Minimum of two (2) years experience working with youth aged 14 - 18 years

Compensation: \$3000.00 for **150 hours** of work (\$20.00 per/hour)

Project Orientation: (6 hrs)

- Saturday September 23, 2017 11:00am – 5:00pm

Student Assembly at Dr. Norman Bethune C.I.: (5 hrs)

- Monday September 23, 2017 TBD

Conference Days at Dr. Norman Bethune C.I.: (40 hrs)

- Conference Day 1: **Wednesday October 11, 2017** 7:30am – 3:30pm
- Conference Day 2: **Thursday October 26, 2017** 7:30am – 3:30pm
- Conference Day 3: **Wednesday November 8, 2017** 7:30am – 3:30pm
- Conference Day 4: **Wednesday November 22, 2017** 7:30am – 3:30pm
- Conference Day 5: **Monday December 18, 2017** 7:30am – 3:30pm

Conference Day Preparation Sessions: (10 hrs)

- Conference Day 1 Prep: **Tuesday October 3, 2017** 11:00am – 1:00pm
- Conference Day 2 Prep: **Tuesday October 17, 2017** 11:00am - 1:00pm
- Conference Day 3 Prep: **Monday October 30, 2017** 11:00am - 1:00pm
- Conference Day 4 Prep: **Tuesday November 14, 2017** 11:00am – 1:00pm
- Conference Day 5 Prep: **Tuesday December 12, 2017** 11:00am – 1:00pm

Project Debrief: (4 hrs)

- Thursday December 19, 2017 1:00pm - 4:00pm

Prep Hours: (85 hrs)

To be determined and scheduled in consultation with Project Coordinator.



Please submit resume to: Ontario Project Coordinator, Shirin Haghgou
(shirin@mosaicinstitute.ca) by **Wednesday September 6, 2017**.