



P.O. Box 895
Peterborough ON K9J 7A2
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FB: KWICPeterborough Twitter: KWICnews

Job Description

TEACH Outside the Box Coordinator

Organization: Kawartha World Issues Centre (KWIC)

Start Date: June 2026

Contract Type: Temporary, Part-Time (One Year, Renewable)

Total Hours: Approximately 280 hours per year, dependent on funding

Compensation: \$22/hour

Pay Schedule: Invoiced quarterly

Eligibility Requirement: Due to funding requirements, applicants must be **under 31 years of age at the start of the contract.**

Position Overview

The TEACH Outside the Box Coordinator works closely with the TEACH Coordinating Committee to support the planning, delivery, evaluation, and growth of the TEACH program. This role focuses on coordination, communication, outreach, and logistical support to ensure high-quality programming that advances social justice education for teacher candidates and community educators.

Reporting & Supervision

The Coordinator reports to the KWIC Executive Director and works collaboratively with the TEACH Committee. Support is provided through regular communication, work-plan check-ins, weekly staff meetings, and formal mid-term and end-of-contract reviews.

Work Location & Schedule

This is a flexible position and not a traditional 9–5 role. Some evening and weekend work may be required. Hours may be completed at:

- KWIC EYE: Centre for Education | Youth | Environment (Trent University)
- KWIC Sadleir House Office
- Home office

Training & Orientation

- TEACH program training and orientation
- KWIC organizational orientation
- Additional training opportunities may be available based on needs and resources

Key Responsibilities

Program Coordination & Administration

- Coordinate TEACH Coordinating Committee meetings, including agenda preparation, reporting, note-taking, and timely distribution of meeting records
- Manage participant recruitment, registration, and alternative placement coordination with committee members and community partners
- Track participant attendance and completed hours for Trent School of Education achievement placements (B.Ed. & TES)

Event & Workshop Coordination

- Coordinate orientations, workshops, the Spring TEACH-IN, and Reflection & Discussion (RAD) meetings
- Arrange venues, refreshments, invoices, and payments
- Support the development and evaluation of workshops and program activities

Communications & Outreach

- Manage program email communication and inquiries
- Maintain and update the TEACH website using WordPress
- Manage and contribute to social media communications
- Develop and update promotional materials (posters, flyers, presentations)
- Coordinate outreach to B.Ed. students, Teacher Education Stream students, and community educators, including presentations and classroom visits when possible

Program Development & Evaluation

- Support participants in developing social justice lesson plans for sharing on the program website
- Ensure evaluation is integrated into all program activities
- Prepare summary reports for the Spring Committee Evaluation Meeting
- Participate in annual program check-ins to assess successes, challenges, and priorities

Funding & Budget Support

- Research and pursue new funding opportunities
- Assist with revising sponsorship and funding letters
- Coordinate funder invitations to the TEACH-IN and post-event thank-you communications
- Support management of the TEACH program budget

Administrative & Reporting Duties

- Manage individual work plans and timelines



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- Track and report work hours and task summaries weekly
- Communicate any variances in workload or scheduling to the committee

Performance Review

Performance feedback is ongoing, with scheduled annual check-ins and a final review at the end of the contract. Reviews focus on progress toward goals, program impact, challenges, and future priorities.