

COORDINATOR, MULTICULTURAL EDUCATION

JOB SUMMARY

Coordination and promotion of multicultural education across all levels of education on the island.

DUTIES AND RESPONSIBILITIES

- Provides cultural resources in order to facilitate curriculum development, teacher training and professional development.
- Promotes cultural appreciation in educational activities across all levels of education on the island.
- Coordinates cultural outreach and education programmes in schools.
- Develops collaborative opportunities between cultural programmes to compliment the visual and performing arts schedules.
- Develops collaborations with arts and cultural organizations, non-arts organizations, groups and business.
- Establish models for cultural education that leads to formal qualifications for students
- Contributes to the development of art and culture as sources of income for graduates and cultural institutions.
- Assists in strengthening the competence and independence of cultural institutions by contributing to the development of professional cultural areas and networks in the education systems and between Departments in the Division of Education, Research and Technology.
- Performs other related duties as required.

KNOWLEDGE

- Working knowledge of Microsoft Office Suite.
- Considerable knowledge of strategic planning and management
- Considerable knowledge in the areas of performing arts and culture

SKILLS AND ABILITIES

- Effective communication skills (both oral and written).
- Ability to establish and maintain good working relationships with both public and private stakeholders.
- A demonstrated ability to work both independently and as a dedicated member of a team.
- Organizational and analytical skills.
- Ability to conduct interventions with discretion and diplomacy.

MINIMUM EXPERIENCE AND TRAINING:

- A Master's degree in Cultural Studies or any relevant field.
- At least five (5) years experience in the relevant field including experience in coordinating cultural outreach and educational programmes and collaborating with arts and cultural organizations.
- Certification in Events Management/Coordination or any combination of qualifications and experience will be an asset.

SUBMISSION OF APPLICATIONS:

All applications with supporting Curriculum vitae, photocopies of relevant Academic Qualifications and Names of two (2) Referees must be submitted in hard copy format (no E-mails) and should be addressed to:

**Administrator,
Division of Education, Research and Technology
Dutch Fort Plaza, Dutch Fort
Scarborough, Tobago
Attention: Senior Human Resource Officer**

*Deadline date for submission of applications for the employment on contract in the Multicultural Education Unit, Division of Education, Research and Technology is **Friday, June 09, 2023.***

UNSUITABLE AND INCOMPLETE APPLICATIONS

WILL NOT BE ACKNOWLEDGED

FOR FURTHER INFORMATION: CALL 299-0781 EXTENSION 3027