



Canada's LGBTQ2+ Archives

Located in Toronto, Ontario, The ArQuives is one of the largest 2SLGBTQIA+ archives in the world. Primarily a volunteer-run organization focusing on Canadian content, The ArQuives acquires, preserves, and provides public access to information and collections in various formats. Our organization offers a range of research, exhibition, educational, and community programming. The ArQuives seeks an Education Consultant commencing August 2025.

Reporting to the Executive Director, and supported by the Marketing and Communications Coordinator, the individual or team will be responsible for creating marketing material to promote our Education Resources to educators, planning an event to highlight the importance of using primary sources in teaching history, and work to promote the Education Resources to secondary school educators and other potential audiences. This is a remote position.

The ArQuives acknowledges and is committed to addressing historical inequities within our organization. We encourage applications from marginalized communities, including those who identify as Indigenous, women, trans, non-binary, gender non-conforming, Black, people of colour, and persons with disabilities.

The ArQuives is committed to an inclusive, accessible, and welcoming hiring process that provides reasonable accommodation to all applicants. If you require any accommodation to participate in this posting, recruitment, selection, and/or assessment processes, please contact [admin@arquives.ca](mailto:admin@arquives.ca).

### **Principal Duties & Responsibilities**

- Creating marketing materials to promote The ArQuives Education Resources to educators
- Planning a hybrid event at The ArQuives
- Promoting the Education Resources to secondary schools and other relevance audiences nationwide
- Communicating with educators and soliciting feedback to support continuous improvement of Education Resources

**Qualification and Experience**

- A graduate of a Teacher Education Program, or equivalent based on experience
- Strong understanding of History and Social Studies curriculum in Canadian schools
- Knowledge and understanding of 2SLGBTQIA+ communities and their histories in Canada
- Experience working with 2SLGBTQIA+ communities
- Graphic design skills and proficiency with Adobe Creative Cloud are considered assets
- The ability to take the initiative and prioritize with strong attention to detail

Organization website: [www.arquives.ca](http://www.arquives.ca)

Application deadline: July 20, 2025

Estimated start date: August 11, 2025

Hours and Salary: 35\$/h, flex schedule, 200 hours

Interested candidates should send a CV and cover letter as one PDF document to: [jobposting@arquives.ca](mailto:jobposting@arquives.ca) with "Education Contract" in the email subject line.