



MEMORANDUM

Date: August 14, 2019
To: International Officers of CTF/FCE member organizations
From: Dan Martin, Director, International and Social Justice Program
 Beverley Park, Program Officer
 Wes Delve, Program Officer
 Salwa Maadarani, Executive Assistant

Re: Project Overseas 2020

Thank you for your continued support of Project Overseas (PO).

Enclosed is the material for PO 2020, which includes the advertisement, brochure, application form, Annexes A and B.

Following are important dates for PO 2020:

PO 2020 – TIMELINE	
Early November 2019	<ul style="list-style-type: none"> • Deadline for teachers to apply to their provincial / territorial teacher organization
Early December 2019	<ul style="list-style-type: none"> • Approved PO applications sent to the CTF/FCE from member organizations (MOs): <i>MOs are requested to send more applications than the number of participants they are willing to sponsor</i>
January 2020	<ul style="list-style-type: none"> • Teams selected by the CTF/FCE • MOs advised of those selected from their organization and their assignments • Team leaders contacted by the CTF/FCE • Applicants advised of the status of their application by MOs
February to June 2020	<ul style="list-style-type: none"> • Planning, preparation, and team-building (ongoing)
Early March 2020	<ul style="list-style-type: none"> • Team Leaders' meeting in Ottawa
Early July 2020	<ul style="list-style-type: none"> • PO Orientation in Ottawa
July 2020	<ul style="list-style-type: none"> • Assignments overseas

PLEASE NOTE THAT A MORE SPECIFIC TIME FRAME WILL BE DEFINED IN THE COMING WEEKS.

Criteria for Application to PO

Each candidate **must**:

- be a Canadian citizen;
- hold a Canadian passport valid until at least **July 2021**, at the time of application (proof that a passport application has been made will be accepted);
- be a member of a provincial or territorial teacher organization that supports PO;
- hold a valid teaching certificate;
- have completed at least five years of teaching in Canada by July 2020;
- be in excellent health and be able to work in developing country conditions;
- have high standards of professionalism and personal conduct;
- show evidence of flexibility and mature judgment;
- be willing to put the team and project needs above personal needs.

Additional Considerations

The following will also be considered assets:

- experience overseas and working in intercultural settings;
- ability to speak and teach in French;
- experience in leadership and/or project management;
- ability to problem solve, deal with interpersonal relations, and resolve conflict;
- excellent communication skills;
- perseverance and adaptability;
- energy and enthusiasm.

We hope this information is useful, and we are more than happy to provide you with any additional details you require. Please send the applications of all candidates that you feel are suitable for the program (not just the number of participants that you sponsor).

Best wishes for a successful recruitment / selection process.

- Enclosures:
1. PO Brochure (PDF)
 2. PO Advertisement (WORD)
 3. Application Form (WORD)
 4. Annex A: Information for Applicants (PDF)
 5. Annex B: PO Frequently Asked Questions (PDF)