



Communication Specialist (2 Positions) Job Posting

The Manitoba Council for International Cooperation (MCIC) is a coalition of organizations involved in international development. MCIC supports, connects and amplifies the work of its members and partners, while directly engaging and collaborating with Manitobans for global sustainability. MCIC is also responsible for distributing government funds designated for international development and humanitarian projects.

We directly engage and collaborate with Manitobans for global sustainability by:

- Supporting connections and capacity development in members and partners for greater impact
- Engaging the public to be active global citizens
- Supporting international cooperation through funding
- Maintaining and strengthening organizational wellness

MCIC has received funding from Global Affairs Canada for a four-year project, Inspiring Action for Global Citizens (INSPIRE) which is designed to engage and inform Manitobans on the Sustainable Development Goals, gender equality and other international issues.

Job Profile

This is one of two full-time Communications Specialist positions based in Winnipeg, Manitoba, and may require some travel, evening and weekend meetings. MCIC staff are currently working from home due to COVID-19 restrictions. Reporting to the Director of Engagement and Learning, the Communications Specialist is part of the INSPIRE Project Team at MCIC.

Qualifications:

Education

- Degree in creative communications, public relations, digital media or similar
- Combination of education and experience will also be considered

Experience

- Experience managing public social media accounts, including tracking and analyzing social media analytics essential
- Experience creating social media, website and communications content using a justice, equality, diversity and inclusion lens
- Experience using graphic design software essential
- Video editing experience would be an asset

- International work experience and familiarity with the non-governmental organization environment would be an asset

Essential Knowledge and Skills

- Demonstrated excellent written and verbal communication skills
- Knowledge of international development and social justice issues
- Proficiency in Microsoft Office Suite: Word, Excel, Power Point; Adobe InDesign, Photoshop and Acrobat
- Highly organized and focused attention to details
- Ability to be flexible and creative in working with limited resources and multiple deadlines
- Skilled at setting priorities, developing work schedules, monitoring progress and tracking details, data, information and activities
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to work cooperatively with others to set goals, resolve conflicts and make decisions that enhance the effectiveness of MCIC
- Bilingual: English/French desirable

Primary Duties and Responsibilities:

Communications

- Work with the Director of Engagement and Learning, the other Communications Specialist and other INSPIRE team members to develop the INSPIRE project's quarterly communication plan
- Prepare and disseminate two monthly newsletters for educators and the general public by gathering, editing and formatting content from Public Engagement Specialists, MCIC members, project funding recipients and other key stakeholders
- Organize annual International Development Week events as a key member of the IDW coordination team
- Working in partnership with the INSPIRE team and the other Communication Specialist, plan, write and manage MCIC's social media and website content
- Write and circulate media releases on important INSPIRE project activities and events, acting as the main point of contact for media
- Create and/or edit videos for social media and website

Graphic Design

- Create graphics for MCIC's events and social media campaigns to be used for promotion on website, social media posts and posters
- Working in partnership with the Public Engagement Specialists, design and create visually interesting and informative content for social media and virtual campaigns to amplify and support MCIC member and INSPIRE project activities ie. annual holiday gift giving guide; infographics on SDG-specific issues
- Working in partnership with the Public Engagement Specialists, design and create INSPIRE project educational resources for use with educators and youth ie. lesson plans; PowerPoint presentations; resource guides, etc.
- Assist the Executive Director and other INSPIRE team members with design and production of reports

Social Media and Website Analytics

- Track and analyze the INSPIRE project's social media analytics (Twitter, Instagram, Facebook, LinkedIn) and report results to the INSPIRE team on a monthly basis
- Track and analyze MCIC website analytics and report results to the INSPIRE team on a monthly basis
- Based on social media and website analytics, advise the INSPIRE team on effective social media and website content

Other duties as assigned

Position: Full-time 37.5 hours/week

Salary Range: \$43,000-\$50,000 plus benefits

Application Deadline: June 17, 2021

Start Date: As soon as possible.

MCIC is committed to equal opportunity and equal treatment for every prospective and current employee. We value diversity in the workplace and believe our work is stronger when it benefits from the experience and knowledge of a diverse team. Applications are encouraged from all candidates, including women, Indigenous peoples, people with disabilities, people of various sexual orientations, gender identities and expressions, racialized people, and others who can contribute to the diversity of our team and our work, and who share our mission. We are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.

Please submit cover letter and resume by email to jobs@mcic.ca. Please indicate in the subject line the title of the position you are applying for.