



Manitoba Council for International Cooperation

Job Posting - Sustainability Specialist

The Manitoba Council for International Cooperation (MCIC) is a coalition of Manitoba-based organizations involved in international development. Its mission is to support, connect and amplify the work of our members and partners. 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

The Sustainability Specialist is part of the INSPIRE Team at MCIC, who engage directly with and collaborate with Manitobans for global sustainability. This position is primarily responsible for MCIC's Fair Trade Manitoba program and promotion of the Sustainable Development Goals.

This person will also assist with other MCIC activities as needed. This position will report to the Director of Engagement and Learning and may require some travel, evening and weekend meetings.

Qualifications

Required:

- Post-secondary degree in a related field such International Development, Environmental, Education, Business or MBA, or a related discipline
- Relevant work experience in the not-for-profit, public and/or private sector
- Knowledge of international development / global issues / fair trade / social justice / sustainability
- Knowledge and demonstrated application of the UN's Sustainable Development Goals
- Experience and/or strong interest in justice, equality, diversity and inclusion programming
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Proven relationship building and partnering skills
- Excellent oral and written communication skills in English
- Workshop design and facilitation skills
- Cross-cultural and gender sensitivity
- Commitment to MCIC's Development Principles, including an understanding of a human rights-based approach to development
- Effective time management abilities
- Good attention to detail
- Strategic and analytical thinking skills and problem-solving skills
- Demonstrated experience working with a variety of stakeholders – private and public sector, civil society

- Demonstrated proficiency in word-processing, email and spreadsheet and database management software (including Microsoft Office)
- Clear Vulnerable Sector Search and Child Abuse Registry Check, or willing to get one
- Valid Driver's License

Preferred:

- Fluency in French
- Special event planning

Primary Duties and Responsibilities

Public Education about the Sustainable Development Goals (SDGs), Sustainability and Fair Trade

- Offer workshops and presentations for secondary and post-secondary audiences; businesses; non-profit organizations; government departments; community and special interest groups on sustainability, the SDGs and Fair Trade
- Working in partnership with MCIC's Communication Specialists, create informative social media and website content designed to educate the Manitoba public about the SDGs, Fair Trade and sustainability issues
- Organize informative and interactive public events designed to educate the general public about the SDGs, Fair Trade and sustainability issues
- Assist with policy analysis on the SDGs and other international issues

Fair Trade Promotion and Procurement

- Promote and encourage towns, campuses, faith groups to consider Fair Trade designations
- Provide leadership to Manitoba's community of Fair Trade towns, schools, campuses and businesses by participating in Fair Trade Winnipeg committee meetings, and organizing events that help committee members to promote Fair Trade products and values

Justice, Equity, Diversity and Inclusion (JEDI) Programming

- Develop and deliver JEDI learning activities and events for MCIC staff, board and Manitoba organizations in the international development sector
- Provide leadership for MCIC's JEDI Advisory Committee
- Represent MCIC on Inter-Council Network and Cooperation Canada committees and working groups.

Reporting and Communications

- Assist in appropriate follow up with participants, partners, members and funders
- Track participation in events and activities using MCIC's tracking system and contribute to MCIC reports to Global Affairs Canada and other funders
- Assist with special projects as needed
- Assist in communicating with MCIC members and community partners to gain support for programs

Other duties as assigned

Position: Full-time 37.5 hours/week

Salary: \$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.