



## **Job Posting - Public Engagement Specialist (TERM)**

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 its 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

### **Job Profile**

The Public Engagement Specialist is part of the INSPIRE Team at MCIC, which engages directly with Manitobans about international cooperation and the Sustainable Development Goals (SDGs). This position is part of a team engaging Manitobans, especially youth, to be active global citizens. This position is primarily responsible for MCIC's public engagement events and resources designed to inform Manitobans about international development issues, and capacity building events and workshops for organizations working in the international development sector. The successful candidate should be double vaccinated.

This position will report to the Director of Engagement and Learning. This is a full-time position based in Winnipeg, Manitoba and may require some travel, evening and weekend meetings. MCIC staff are currently working remotely. This position is a maternity leave replacement for a period of 12-18 months.

### **Qualifications**

#### *Required:*

- Post-secondary degree in International Development Studies, or a related discipline
- Knowledge of international development/global issues and gender equality
- Public engagement and capacity development program planning and delivery
- Workshop design and facilitation skills, including virtual facilitation
- Designing and implementing measurement and evaluation methods for programming
- Knowledge and demonstrated application of the UN's Sustainable Development Goals
- Proven relationship-building and partnering skills
- Working or volunteering with NGOs and international development organizations

- Commitment to MCIC's Development Principles, including an understanding of a human rights-based approach to development
- Effective time management abilities
- Demonstrated proficiency in word-processing, email and spreadsheet and database management software (including Microsoft Office)
- Cross-cultural and gender sensitivity
- Excellent oral and written communication skills in English
- Valid Driver's License

*Preferred:*

- Experience working or living internationally
- Fluent in French

## **Primary Responsibilities**

### *Program Development & Delivery*

- In partnership with MCIC member organizations, plan and deliver public engagement events (virtual and in-person) and resources to give Manitobans the opportunity to learn about international issues related to the SDGs
- Plan and deliver capacity building opportunities for MCIC member organizations and others working in the international development sector to improve their ability to deliver effective programming in areas such as gender equality, Results-Based Management, safety and security, etc.
- Deliver presentations on MCIC's programming and the SDGs to the general public, post-secondary classes, organizations in the international development sector
- Develop educational resources (worksheets, classroom activities, workshops) about international development, global issues and the Sustainable Development Goals, with a focus on gender equality
- Prepare content for MCIC's monthly Global Citizen newsletter
- Coordinate special events, including International Development Week programming

### *Measurement and Evaluation*

- Assist in the development and updating of participant surveys
- Track and report on participant engagement and feedback
- Contribute to annual reports to MCIC funders

### *MCIC Team Support*

- Assist with special projects as needed
- Provide content for MCIC resources such as newsletters, posters, website, social media

### *Other duties as assigned*

Position: 37.5 hours per week

Salary: \$42,000 - \$53,000 plus benefits

Application Deadline: October 4, 2021

Start Date: October 18, 2021

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](mailto:jobs@mcic.ca) by October 4, 2021. Please indicate in the subject line the title of the position you are applying for.**