



Program Assistant (MCIC) - 2 positions

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

Job Profile

The position(s) will assist with MCIC's Fund for Innovation and Transformation and the Inspiring Action for Global Citizenship Programs.

Funding for this position is through the Government of Canada Summer Jobs Grant. This opportunity is for youth aged 15-30 who are citizens or permanent residents of Canada. It is an 8-week position that must start January 3, 2022 or sooner. MCIC staff are currently working remotely. There may be some flexibility when the hours are worked each day to accommodate a candidate's schedule.

Qualifications

- Must be 15-30 to be eligible
- Student or recent graduate of a certificate or degree program in the areas of international development, communications, digital media, community economic development, political science, business administration, accounting, or related fields
- Experience working with Office 365 – Word, Excel, PowerPoint
- Adobe Creative Suite
- Strong organizational abilities, time management skills and the ability to adapt to changing priorities
- Bilingual – English/French is preferred
- Previous experience in the following, either as an employee or as a volunteer:
 - Working on a committee or part of a team
 - Video editing
 - Office or committee administration

Primary Duties and Responsibilities

The Program Assistant(s) will be working in the following areas:

- Assisting Digital Media Specialist with editing videos
- Assisting with International Development Week programming
- Assisting with administration tasks
- Other duties as assigned

Accountabilities

The Program Assistant is accountable for:

- Upholding the mission statement and values of MCIC
- Representing MCIC in a positive manner through professional conduct
- Treating fellow employees with respect and dignity, understanding their jobs and their importance to MCIC, and cooperating in achieving their goals
- Ensuring details are handled accurately and in a timely fashion
- Functioning as a supportive team player
- Bringing energy and commitment to the workplace

Working Conditions:

Normally would be MCIC's office, however we are currently working remotely. The Program Assistant will need to work from home and participate in regular online team meetings. There may be some flexibility when the hours are worked each day to accommodate a candidate's schedule.

Please feel free to self-identify:

- Recent immigrant youth and recent refugee youth
- Indigenous
- Youth with Disabilities
- Visible minority/racialized youth
- LGBTQ2 youth
- Woman in STEM

Position: Full-time 35 hours/week for 8 weeks

Salary: \$16/hour

Application Deadline: We will review applications as they are received.

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.