



Program Assistant

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

Reporting to the Director of Engagement and Learning, the *Program Assistant* will assist our team with the development and delivery of public engagement events and resources about the Sustainable Development Goals and international assistance.

This is a full-time position based in Winnipeg, Manitoba. Applicants should be Manitoba-based. This will be a hybrid model, working remotely at times and delivering in person programs other times. Evening and weekend work will be required depending on event schedules.

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.

Qualifications

Required:

- Student or recent graduate of a certificate or degree program in Education, International Development or related field
- Experience working with Office 365 and digital means of communication
- Strong organizational abilities, time management skills and the ability to adapt to changing priorities
- Experience engaging the public in global issues
- Knowledge of social justice and international development issues including fair trade, gender equity and global citizenship

Preferred:

- Bilingual – English/French
- Experience working, volunteering or living internationally
- Experience with online communication tools
- Experience working with youth and general public

Primary Duties and Responsibilities

The Program Assistant – Education will be working in the following areas:

- Develop and/or deliver educational workshops with the public, especially with students and youth in English and/or French
- Develop other public engagement resources for program delivery
- Create and evaluate resources for teaching about the Sustainable Development Goals
- Updating existing lesson plans and/or other resources
- Assist other program staff
- Submit appropriate program, financial and other reports as needed

Other duties as assigned

Accountabilities

The Program Assistant(s) - Education 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

Position: Full-time 35 hours/week for 8 weeks. Some evening and weekend work may be required.

Salary: \$18.00/hour

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

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

Start Date: Any time after May 5, 2025, and no later than July 7, 2025

[MCIC](#) is committed to an inclusive, diverse, and safe workplace and to advancing anti-racism in all that we do. 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.

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Please submit a 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.