



## Job Posting - Sustainability and Inclusion 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 receives funding from Global Affairs Canada for our Inspiring Action for Global Citizens (INSPIRE) project which is designed to engage and inform Manitobans on the United Nations Sustainable Development Goals (SDGs), gender equality and other global issues.

### Job Profile

The Sustainability and Inclusion Specialist is a dynamic and knowledgeable person on the INSPIRE Team at MCIC, engaging with Manitobans for gender equality, inclusion and global sustainability. This position is responsible for supporting and organizing MCIC's events and workshops on gender equality, sustainability and inclusion (as these issues intersect with the achievement of the SDGs), and to provide facilitation and leadership for MCIC staff and network on justice, equity, diversity and inclusion (JEDI).

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 or training in International Development Studies or related field, such as Environmental Studies, Gender Studies, Human Rights, or Indigenous Studies
- Relevant work experience in the charitable, not-for-profit, public and/or private sector
- Knowledge of international development
- Knowledge and demonstrated application of the UN Sustainable Development Goals
- Strong interpersonal skills and ability to work collaboratively with others to set and achieve goals
- Proven relationship building and partnering skills
- Experience organizing online and in-person events
- Excellent oral and written communication skills in English
- Workshop/dialogue facilitation skills/online event facilitation
- 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
- 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 data management software (including Microsoft Office. Office 365 experience an asset.)
- Clear Vulnerable Sector Search and Child Abuse Registry Check, or willing to get one
- Valid Driver's License

*Preferred:*

- Training and experience in equity, diversity, inclusion and anti-racism programming
- Experience living and/or working internationally
- Familiarity with the role of Indigenous knowledge for environmental action
- Fluency in French

**Primary Duties and Responsibilities**

*Facilitate learning and action on gender equality and the Sustainable Development Goals (40%)*

- Provide skills, knowledge and advice for workshops and presentations to secondary and post-secondary audiences, businesses, non-profit organizations, government, community and others
- Working in partnership with MCIC's communications team, provide informative social media and website content designed to educate the Manitoba public about gender equality and inclusion, climate action and other sustainability issues
- Organize and/or support informative and interactive public events designed to educate the general public about gender, equity and inclusion as it relates to climate action, ethical consumption, and other Sustainable Development Goals
- Assist with policy analysis on the SDGs and other global issues

*Justice, Equity, Diversity and Inclusion (JEDI) Programming (40%)*

- Develop, support and deliver JEDI learning activities and events for MCIC staff, board and Manitoba organizations in the international cooperation sector
- Provide leadership for MCIC's JEDI Advisory Committee
- Contribute knowledge and skills to resources, events and other programming areas of MCIC
- Represent MCIC on Inter-Council Network and Cooperation Canada committees and working groups.

*Promotion of fair trade and ethical consumption (10%)*

- Provide support to Manitoba's community of Fair Trade towns, schools, campuses and businesses
- Participate in Fair Trade committee meetings, such as helping to organize one or two yearly events
- Ensure Manitoba's participation on national Fair Trade conferences
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*Reporting and Communications (10%)*

- 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 and is based in Winnipeg, MB.

Salary: \$52,000-\$58,000 plus benefits

Application Deadline: May 23, 2023, or until filled

Start Date: As soon as possible

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.

**Please submit cover letter and resume by email to [jobs@mcic.ca](mailto:jobs@mcic.ca). Please indicate in the subject line the title of the position you are applying for.**