



Job Posting –Communications Specialist Posted on October 5, 2021

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent nearly 400 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level.

As part of the ICN, the Manitoba Council for International Cooperation (MCIC) supports, connects, and amplifies the work of our members and partners, directly engaging and collaborating with Manitobans for global sustainability. As a coordinating structure, we promote public awareness of international issues, foster member interaction, and administer funds for international development.

In 2019, MCIC, on behalf of the Inter-Council Network, launched **the Fund for Innovation and Transformation/le Fonds pour l'innovation et la transformation or FIT (www.fit-fit.ca)**. The program provides funding to Canadian small and medium-sized organizations (SMOs) testing innovative solutions to advance gender equality and empower women and girls in the Global South. In addition, the program aims to build the capacity of SMOs around innovation and testing through collective learning and knowledge-sharing.

MCIC is seeking a qualified bilingual candidate to join the FIT Program in the role of Communications Specialist. We encourage candidates of diverse backgrounds to apply.

Job Profile

Reporting to the Director of Innovation, Fund for Innovation and Transformation (FIT) and working closely with the FIT team, the **Communications Specialist** will be responsible for implementing communication strategies for the FIT program to internal and external stakeholders and to the public. This position will also support FIT's Public Engagement activities.

This is a full-time **bilingual** position based in Winnipeg, Manitoba.

Primary Duties and Responsibilities

- Use storytelling to creatively communicate the work of FIT, SMOs and innovators in the development sector in both English and French
- Draft and edit written communications materials including news releases, blogs, presentations, e-newsletters, reports and articles to share with the public and the international development sector
- Coordinate social media and website updates and initiatives
- Develop and revise digital content for both English and French websites and social media
- Edit videos, zoom presentations and podcasts
- Compile and analyze communication reports, analytics and statistics
- Offer communication support and advice to FIT management and staff
- Assist with preparing reports and presentations for Global Affairs Canada, MCIC and ICN
- Liaise with internal and external stakeholders, including other provincial and regional councils, the sector and the public
- Represent MCIC and FIT at community activities and events as needed
- Other duties as required

Qualifications

Required:

- Post-secondary degree or diploma in a related field such as communications, journalism, marketing, and/or public relations
- 2+ years of relevant work experience
- Exceptional oral and written communication skills in **both** English & French, including the ability to prepare reports
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Cross-cultural and gender sensitivity
- Commitment to MCIC's Development Principles
- Effective time management abilities and ability to work within tight deadlines
- Excellent organizational skills and attention to detail
- Demonstrated proficiency in Microsoft Office Suite (including Word, Excel, Outlook & PowerPoint), Adobe Creative Suite (including Acrobat DC, Creative Cloud & Photoshop)
- Experience managing content management systems, website content and social media platforms (including Facebook, Twitter, LinkedIn, Instagram, YouTube, Facebook for business, Twitter ads, and Mailchimp)
- Ability to work under pressure in a fast-paced work environment
- Must be legally entitled to work in Canada

Preferred:

- 1+ years working in an international development context, and/or for a non-profit organization
- Knowledge of Canadian SMOs
- Knowledge of Canada's Feminist International Assistance Policy and the UN's Sustainable Development Goals

- Understanding of a human rights-based approach to development

Working Conditions

- 37.5 hours per week
- Office environment on site at MCIC in Winnipeg, Manitoba. In exceptional cases, the incumbent may be permitted to work remotely from another city and/or province.
- May be required to work evenings, weekends or additional hours to accommodate activities such as meetings or FIT events

Position: Full-time term

Salary: \$48,000-\$54,000 plus benefits

Application Deadline: Posted until filled. Applications will be reviewed on a rolling basis. Applicants are encouraged to submit early.

Start Date: As soon as possible

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.

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.