



## Communications Officer

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

MCIC has received funding from Global Affairs Canada for a four-year project, Inspiring Action for Global Citizens (INSPIRE) which is designed to engage and inform Manitobans on the Sustainable Development Goals, gender equality and other international issues.

### Job Profile

Reporting to the Director of Engagement and Learning, the Communications Officer will be responsible for overseeing an electronic file management project designed to organize and label MCIC's electronic files. The Communications Officer will also assist with preparing and scheduling MCIC's weekly social media posts.

This is a full-time position based in Winnipeg, Manitoba. Applicants should be Manitoba-based. MCIC's staff are currently working remotely due to COVID-19 restrictions. 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 the area of international development, communications, community economic development, political science, public administration or related fields
- Experience working with Office 365 and organizing electronic files
- Strong organizational abilities, time management skills and the ability to adapt to changing priorities
- Writing effective and engaging social media posts and managing public social media accounts
- Knowledge of social justice and international development issues including fair trade, innovation and global citizenship

Preferred:

- Bilingual – English/French
- Experience working, volunteering or living internationally

## **Primary Duties and Responsibilities**

**The Communications Officer will be working in the following areas:**

- Organizing MCIC's electronic file archives
- Implementing a photo file management system
- Assist in the preparation of brochures, reports, newsletters and other material
- Under the direction of the Communications Specialist, preparing and scheduling MCIC's weekly social media posts
- Designing posters and infographics
- Creating videos
- Assisting the Communications Specialist with current projects such as innovation, sustainability and global citizenship

*Other duties as assigned*

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

**Salary:** \$16/hour

**Application Deadline:** June 17, 2021

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