



Job Posting - International Program Coordinator

The Manitoba Council for International Cooperation supports, connects and amplifies 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

Job Profile

This position is primarily responsible for four significant areas of MCIC's work:

- Administration of the Manitoba Government Matching Grant Program (MGMGP)
- Research and policy analysis regarding best practices in international development and the impact of MCIC's work
- Data gathering, monitoring, and reporting for Global Affairs Canada
- Proposal writing and reporting

This person will also assist with other MCIC activities as needed. This position reports to the Executive Director and may require some travel and evening meetings.

Qualifications

Required:

- Post-secondary degree in a related field such as international development, gender or women's studies, environment or project management
- Knowledge of the Manitoba NGO community
- Relevant work experience in the not-for-profit, public and/or private sector
- Demonstrated application of Canada's Feminist International Assistance Policy and the UN's Sustainable Development Goals as they relate to gender, women and girls
- Knowledge of gender issues in the Global South
- Knowledge of Results Based Management and Performance Measurement Framework
- Excellent oral and written communication skills in English
- Strong interpersonal skills and meeting facilitation skills, with the ability to work cooperatively with others to set and achieve goals
- Demonstrated research, policy development, and evidence-based program monitoring experience

- Cross-cultural and gender sensitivity
- Commitment to MCIC's Development Principles
- Effective time management abilities
- Good attention to detail
- Strategic and analytical thinking skills and problem-solving skills
- Advanced research skills
- Understanding of a human rights-based approach to development
- Demonstrated proficiency in word-processing, email and spreadsheet and database management software (including Microsoft Office)

Preferred:

- 2+ years' experience in an international development context
- Fluency in French preferred

Primary Duties and Responsibilities

Administration of the Manitoba Government Matching Grant Program [50%]

- Distribute information about the funds to qualifying member agencies and those interested in the Community Solidarity Fund
- Respond to inquiries about the application/review process, and provide feedback when appropriate
- Conduct initial review of all proposals to ensure technical compliance with requirements as detailed in the current funding guide
- Schedule, coordinate and attend meetings and take minutes of the project review committees
- Prepare MGMGP reports for Board of Directors
- Communicate Board decisions to applicants
- Facilitate disbursements, assessments of levies and appeals
- Ensure project data is entered and updated in MCIC's database
- Follow up with member agencies to ensure receipt of interim and final project reports
- Coordinate review of final reports by committee members
- Prepare periodic and final reports for the Government of Manitoba, the Board of Directors, and MCIC's member agencies
- Prepare annual revisions of the four funding guides and budget template
- Conduct orientation sessions for those interested in the Community Solidarity Fund
- Offer capacity building sessions in areas of proposal writing, reporting, monitoring and evaluation and other relevant themes as needed

Research and Analysis [25%]

- Determine and use various methods for data gathering and analysis of the impact of MCIC's work
- Determine indicators and gather data for evidence-based decisions
- Use literature reviews and other methods to identify international development best practices to support MCIC program activities and inform networks and funders
- Identify resources for MCIC and members

Monitoring and Evaluation [10%]

- Oversee the planning, implementing and progress monitoring of MCIC's programs
- Assist program staff in developing appropriate measurement tools for monitoring and evaluating the effectiveness of MCIC's programs and activities
- Develop and maintain appropriate reporting systems for staff meetings, board meetings, Global Affairs Canada and other funders

Proposal Writing and Reporting [10%]

- Coordinate and prepares funding proposals and reports
- Seek out additional funding opportunities that can support MCIC's programming goals and strategic directions
- Provide reports to the Executive Director, Board of Directors, Global Affairs Canada and other funders

MCIC Team Support [5%]

- Assists with special projects as needed
- Provide content for MCIC resources such as newsletters, websites, social media etc.
- Assist in communicating with MCIC members and community partners to gain support for programs

Other duties as assigned

Position: Full time

Salary: \$39,000-\$50,700 plus benefits

Application Deadline: **Friday, November 30, 2018**

Start Date: as soon as possible

Please submit your 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.