



Manitoba Council for International Cooperation

Job Posting – Global Justice Film Festival Coordinator (Summer Job – Post-Secondary Student)

Funded in part by Canada Summer Jobs 2018

Applicants must be between 15 and 30 years at start of employment, and have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.

MCIC

The Manitoba Council for International Cooperation is a coalition of organizations involved in international development, who are committed to:

- Respect, empowerment and self-determination for all peoples;
- Development that protects the world's environment; and
- Global understanding, cooperation and social justice.

MCIC's mission as a coordinating structure is to promote public awareness of international issues, to foster member interaction, and to administer funds for international development.

Global Justice Film Festival

In its 16th year, the Global Justice Film Festival (GJFF) is a coalition of organizations and individuals who support a better vision for our world. Its purpose is to call together people who are curious about and/or committed to global peace and justice. It seeks to engage people in dialogue and information sharing through the use of films, displays, and music. It believes that another world is possible and act to make it so.

Job Profile:

Reporting directly to the Executive Director and working closely with the Communications Specialist and the GJFF Steering Committee, the GJFF Coordinator is responsible for organizing and promoting the Global Justice Film Festival taking place in the fall of 2018.

Primary Duties and Responsibilities:

The GJFF Coordinator will be responsible for the following areas:

Event Planning

- Assisting the committee in the selection of films
- Developing the festival program

Advertising, Public Relations and Communication Management

- Designing promotional material
- Preparing a sponsorship package
- Contacting potential sponsorship organizations
- Updating the website with the 2018 program
- Prepare social media posts in English and French
- Develop a media plan for English and French media outlets

Other duties as assigned

Accountabilities:

The GJFF Coordinator 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

Qualifications:

Education:

- Currently enrolled in post-secondary studies focusing on communications, public relations, international development, community economic development or related fields.

Experience

Previous experience in the following, either as an employee or as a volunteer:

- Event planning
- Project coordination
- Social media
- Media relations
- Online content management system
- Graphic Design
- Working on a committee or part of a team

Knowledge, skills and abilities

- Knowledge of social justice issues, both locally and globally
- Ability to curate and create relevant social media content
- Graphic design including the development of promotional materials
- Highly organized and focused
- Strong attention to detail
- Excellent written and verbal communication skills
- Ability to integrate into and work with a team, including committees
- Ability to work cooperatively with others to set goals, resolve conflicts and make decisions
- Keen interest in self and professional development
- Fluency in French would be an asset

Proficiency in computer applications:

- Microsoft Office Suite: Word, Excel
- Adobe Creative Suite

Working Conditions

- Office environment on site at MCIC
- May be required to represent MCIC at activities outside of the office
- May be required to work the occasional evenings for Committee meetings

Position: 30 hours/week for 8 weeks

Wages: \$16/hour

Application Deadline: May 22, 2018

Start Date: approximately June 4, 2018

Please submit cover letter, resume and three references by email at jobs@mcic.ca by **May 22, 2018**