



Manitoba Council for International Cooperation Job Posting – Communications 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 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.

Job Profile:

Reporting directly to the Executive Director and receiving input from other staff members, the Communication Specialist is responsible for implementing a communications plan for the Council. The Communication Specialist will also collaborate with a small communications team.

Primary Duties and Responsibilities:

The Communication Specialist is responsible for the following areas:

Communications – 75%

- Develop and maintain an overall communications plan for MCIC
- Communicate with MCIC members and other key stakeholders
- Design and produce digital content, including e-newsletters, web stories and social media campaigns
- Design and produce printed materials, including posters, annual reports, brochures and other promotional materials
- Develop and manage content strategies for website and social media platforms, and provide guidance and support to the social media staff person
- Track and report on web and social media analytics
- Assist in the coordination of International Development Week
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Media Relations – 25%

- Develop and nurture relationships with local, provincial and national media
- Compose press releases, media kits, media briefs and articles for other publications
- Coordinate media events
- Promote MCIC activities, events and campaigns
- Track and report on MCIC-related media coverage

Other duties as assigned

Accountabilities:

The Communication Specialist 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:

- Degree or Diploma in the area of communications, public relations, journalism, marketing, or a related field

Experience

- Minimum 3 years experience working in the media/communications/public relations field
- Superior written communication skills
- Broad knowledge of public relations, media relations and communications principles and practices
- Knowledge and experience in graphic design
- Excellent time management, decision making, public speaking, organizational and interpersonal skills
- Experience working in non-profit sector an asset

Knowledge, skills and abilities

- Knowledge of international development and social justice issues
- Ability to curate and create relevant content for various platforms
- Highly organized and focused attention to detail
- Ability to be flexible and creative in working with limited resources and multiple deadlines
- Ability to establish and maintain positive working relationships both internally and externally
- Strong written and verbal communication skills
- Intermediate graphic design experience
- Demonstrated ability to be self-motivating but able to work as part of a team
- Ability to work cooperatively with others to set goals, resolve conflicts and make decisions that enhance the effectiveness of MCIC
- Valid Driver's License and willingness to drive is an asset
- Fluency in French would be an asset

Proficiency in computer applications:

Microsoft Office Suite: Word, Excel, PowerPoint, 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 evenings, weekends or additional hours to accommodate activities such as meetings or representing MCIC at various events
- Travel is occasionally required within Manitoba

Position: 37.5 hours/week

Salary: \$44,000- \$51,000 plus benefits

Application Deadline: May 17, 2019

Start Date: as soon as possible

Please submit cover letter, resume and three references by email at jobs@mcic.ca by **Friday, May 17, 2019.**