



## **Job Posting - Sustainability 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 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**

The Sustainability Specialist is part of the Public Engagement Team at MCIC, who engage directly with and collaborate with Manitobans for global sustainability. This position is primarily responsible for MCIC's Fair Trade Manitoba program and promotion of the Sustainable Development Goals.

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

### **Qualifications**

#### *Required:*

- Post-secondary degree in a related field such International Development, Environmental, Education, Business or MBA, or a related discipline
- Relevant work experience in the not-for-profit, public and/or private sector
- Knowledge of international development / global issues / fair trade / social justice / sustainability
- Knowledge and demonstrated application of the UN's Sustainable Development Goals
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Proven relationship building and partnering skills
- Excellent oral and written communication skills in English
- Workshop design and facilitation skills
- 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
- Understanding of a human rights-based approach to development
- Demonstrated experience working with a variety of stakeholders – private and public sector, civil society
- Demonstrated proficiency in word-processing, email and spreadsheet and database management software (including Microsoft Office)
- Clear Vulnerable Sector Search and Child Abuse Registry Check, or willing to get one
- Valid Driver's License

*Preferred:*

- Fluency in French
- Special event planning

**Primary Duties and Responsibilities**

*Fair Trade and Procurement*

- Build and maintain relationships with various Manitoba institutions and corporate purchasers to encourage and enable them to move to fair trade certified products
- Educate, promote and network with Manitoba institutions, private and public sector on fair trade issues
- Promote and encourage towns, campuses, faith groups to consider Fair Trade designations
- Promote and plan events to mark Fair Trade Month and other appropriate occasions
- Align with, connect to and resource local, provincial and national fair trade initiatives

*Promotion on the Sustainable Development Goals (SDGs)*

- Educate, promote and network with provincial and municipal governments in Manitoba, crown corporations, institutions, private sector and civil society on sustainability issues and the 2030 Agenda for Sustainable Development.
- Offer educational workshops, presentations and displays for both youth and adults on the SDGs and their importance in Manitoba, Canada and the world
- Coordinate with others working provincially and national on the SDGs
- Assist with policy analysis on the SDGs and other international issues

*Program Follow Up*

- Assist in appropriate follow up with participants, partners, members and funders
- Provide information and reports for the Executive Director, Global Affairs Canada and other funders regarding MCIC's Fair Trade and Sustainability work

*MCIC Team Support*

- Assist with special projects as needed
- Provide content for MCIC resources such as newsletters, posters, 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 37.5 hours/week

Salary: \$37,000 - \$45,000 plus benefits

Application Deadline: May 17, 2019 or until filled

Start Date: as soon as possible

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.