



Manitoba Council for International Cooperation

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

Funded in part by Canada Summer Jobs 2017

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

Manitoba Council for International Cooperation

The Manitoba Council for International Cooperation (MCIC) 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

The Global Justice Film Festival (GJFF) is an annual film showcase organized by a coalition of organizations and individuals that 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.

Job Profile

Reporting directly to the Executive Director and working closely with the Public Relations Coordinator and the GJFF Steering Committee, the GJFF Coordinator will be responsible for organizing and promoting the 2017 Global Justice Film Festival taking place November 3-4, 2017.

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 GJFF website
- Preparing social media posts in English and French
- Developing 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, film studies or a related field.

Experience:

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

- Event planning
- Project management
- Social media content creation
- Media relations
- Online content management
- Graphic design
- Working on a committee or as part of a team

Knowledge, skills and abilities:

- Excellent written and verbal communication skills
- Strong attention to detail
- Knowledge of social justice issues, both local and global
- Ability to curate and create relevant social media content
- Graphic design, including the development of promotional materials
- Highly organized and focused
- 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 the following computer applications:

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

Working Conditions

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

Position: 35 hours/week for 9 weeks

Wages: \$16/hour

Application Deadline: May 12, 2017

Start Date: Approximately May 23, 2017

Please submit cover letter, resume and three references by email to jobs@mcic.ca by **Friday, May 12, 2017**