



## **Job Posting – Program Officer, Environment**

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent nearly 400 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level.

As part of the ICN, the Manitoba Council for International Cooperation (MCIC) supports, connects, and amplifies the work of our members and partners, directly engaging and collaborating with Manitobans for global sustainability. As a coordinating structure, we promote public awareness of international issues, foster member interaction, and administer funds for international development.

MCIC, on behalf of the Inter-Council Network, is launching an innovation initiative named **FIT - Fund for Innovation and Transformation/le Fonds pour l'innovation et la transformation**, to test innovative solutions to development challenges. Its purpose is to advance the effective use of and learn from innovative solutions that will improve the lives, equality and empowerment of women and girls, their families and communities in the Global South.

ICN is seeking a qualified and experienced bilingual individual to join this exciting new initiative in the role of Program Officer, Environment to join the FIT team.

### **Job Profile**

Reporting to the Director of Innovation, Fund for Innovation and Transformation (FIT) and working closely with the FIT team, the **Program Officer, Environment** will be responsible for managing projects by Canadian small and medium organizations (SMOs), ensuring environmental standards are met. This position will also provide environmental expertise to the FIT team.

This is a full-time **bilingual** term position based in Winnipeg, Manitoba for a term of up to five (5) years.

## Qualifications

### *Required:*

- Post-secondary degree in a related field such as environmental studies, international development, engineering and/or project management
- Relevant work experience in the not-for-profit, public and/or private sector
- Knowledge of Canadian SMOs
- Knowledge of Global Affairs Canada environmental sustainability expectations and requirements and how they can be applied in the Global South
- Knowledge of Results Based Management
- Excellent oral and written communication skills in **both** English & French
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- 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 online research skills
- Demonstrated proficiency in word-processing, email, spreadsheet and database management software (including Microsoft Office)
- Ability to work under pressure in a fast-paced work environment
- Must be legally entitled to work in Canada

### *Preferred:*

- 2+ years' experience in an international development context
- Knowledge of the UN's Sustainable Development Goals
- Demonstrated knowledge of current issues and opportunities that relate to the objectives of FIT, specifically in innovation
- Understanding of a human rights-based approach to development
- Knowledge of gender issues and Canada's Feminist International Assistance Policy

## Primary Duties and Responsibilities

- Support the planning and implementation of FIT projects in accordance with Canadian and international environmental standards
- Develop environmental policies, goals and guidelines for the FIT program
- Ensure adherence to MCIC's and/or FIT's Strategic Environmental Assessment
- Act as the Environmental Focal Point when assessing, tracking and monitoring project outcomes to ensure compliance, specifically with regards to meeting environmental standards
- Prepare reports on environmental goal progress for internal and external stakeholders such as the Expert Review Panel
- Use environmental expertise to provide guidance to the FIT team and to make suggestions to improve FIT project outcomes
- Share project learnings and knowledge online and through conferences

- Occasionally work with the Communications & Public Engagement Specialist to prepare documents, articles and other materials to share project learnings and progress with donors and the public
- Assist in developing professional learning materials pertaining to the environment for disseminating to innovators and others in the ICN network
- Contribute to FIT communication resources such as the annual report and newsletters
- Work with the Director, Finance to ensure environmental project activities stay within budget
- Take responsibility for a number of SMO project files, liaising with respective SMOs
- Represent MCIC and FIT at community activities and events as needed
- Work with the Program Officer, Monitoring, Evaluation & Learning to develop data collection and analysis tools for baseline and needs assessments pertaining to environmental goals

*Additional duties as required*

### **Working Conditions**

- 37.5 hours per week
- Office environment on site at MCIC in Winnipeg, Manitoba. In exceptional cases, the incumbent may be permitted to work remotely from another city and/or province.
- May be required to work evenings, weekends or additional hours to accommodate activities such as meetings or representing FIT at public events
- Domestic and international travel may be required

**Position:** Full-time term

**Salary:** \$48,000-\$54,000 plus benefits

**Application Deadline:** March 13, 2019 or until filled

**Start Date:** As soon as possible

Please submit a cover letter and resume by email to [jobs@mcic.ca](mailto:jobs@mcic.ca) by March 13, 2019. Please indicate in the subject line the title of the position you are applying for.