



## Job Posting – Program Officer, Gender/Public Engagement

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, Gender/Public Engagement 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, Gender/Public Engagement** will be responsible for managing projects by Canadian small and medium organizations (SMOs), focusing specifically on how gender initiatives and activities can be incorporated, and providing gender expertise to the FIT team (80%). This position will also, working with the Communications & Public Engagement Specialist, take on a Public Engagement function, as seen through the lens of gender in FIT's projects (20%).

This is a full-time **bilingual** 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 international development, gender or women's studies, project management and/or education
- Relevant work experience in the not-for-profit, public and/or private sector
- Knowledge of Canadian SMOs
- Demonstrated application of Canada's Feminist International Assistance Policy and the UN's Sustainable Development Goals as they relate to gender, women and girls
- Knowledge of gender issues 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
- Good public speaking 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
- Advanced online research skills
- Demonstrated proficiency in word-processing, email and 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 current issues and opportunities that relate to the objectives of FIT, specifically in innovation
- Understanding of a human rights-based approach to development

## Primary Duties and Responsibilities

### *Gender Activities (80%)*

- Support the planning and implementation of FIT projects, ensuring integration of a feminist approach
- Develop gender policies, goals and guidelines for the FIT program
- Track and monitor project outcomes, particularly with regards to gender initiatives and activities
- Assess and prepare reports on gender outcomes of projects for dissemination internal and external stakeholders such as the Expert Review Panel
- Apply gender expertise to provide guidance to the FIT team and to improve FIT project outcomes as they pertain to women and girls
- Share project learnings and knowledge online and through conferences

- Assist in developing professional learning materials pertaining to gender for dissemination 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 gender program initiatives stay within budget
- Work with the Program Officer, Monitoring, Evaluation & Learning to develop data collection and analysis tools for baseline and needs assessments pertaining to gender goals
- Support training and capacity building of SMO and partner staff for FIT projects
- Take responsibility for a number of SMO project files, liaising with respective SMOs

*Public Engagement Activities (20%)*

- Work with the Communications & Public Engagement Specialist to develop documents, articles, social media posts and other materials to engage international development sector and the public in the work of FIT and ICN
- Prepare reports on Public Engagement activities for internal and external stakeholders
- Represent MCIC and FIT at community activities and events as needed

*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.