



Job Posting - Public Engagement 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. 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 Public Engagement Team is responsible to advance one of the main purposes of MCIC - to engage Manitobans, especially children and youth, to be active global citizens. We are hiring a Public Engagement Specialist to join our team. This position will work with other Public Engagement Specialist to increase awareness of and capacity regarding international issues with youth, teachers, individuals, community partners, and MCIC members. This person may also assist with our social media.

This position will report to the Director of Engagement and Learning. This is a full-time position based in Winnipeg, Manitoba and may require some travel, evening and weekend meetings.

Qualifications

- Education - Degree in International Development Studies or Education, or a related discipline
- Knowledge and skills
 - Demonstrated understanding of social justice, and sustainable development issues, including gender equality, human rights and the empowerment of women and girls, and the Sustainable Development Goals.
 - Relationship-building and partnering skills
 - Workshop design and facilitation skills
 - Familiarity with Manitoba curriculum
 - Good organizational skills, e.g. work and time management
 - Computing applications, e.g. Microsoft Office 365, Adobe InDesign
 - Tech savvy eg. Setting up audio-visual, webinars and virtual reality equipment

- Cross-cultural awareness and competency and self-awareness
- Clear and effective written and oral communication skills
- Fluency in French preferred
- Valid Driver's License
- Experience
 - Engagement and capacity development program planning and delivery
 - Participatory workshop design and facilitation
 - Connections with youth in a program setting
 - Experience creating online content such as for social media and blog posts
 - Working or volunteering with NGOs and international development organizations preferred
 - Special event planning preferred
 - Working or living in rural or northern communities is an asset
- Personal characteristics
 - Commitment to MCIC values
 - Good team member and collaborator
 - Clear Vulnerable Sector Search and Child Abuse Registry Check or willing to get one.

Primary Responsibilities

Program Development

- Develop and nurture relationships with member organizations and public stakeholder groups
- Develop and nurture relationships with schools and their constituencies
- Plan and coordinate public engagement and member capacity building programming and resources
- Plan and coordinate youth programming and resources in schools and other venues, including Generating Momentum conferences throughout the province
- Coordinate International Development Week programming

Program Delivery

- Coordinate special events
- Design and facilitate workshops and meetings with teachers, youth, and community groups on global issues and international development
- Provide support and resources to teachers and other educators
- Coordinate Global Citizenship Awards for students and educators and other opportunities for youth recognition
- Assist with Social Media programming

Program Follow Up

- Assist in appropriate follow up with participants, partners, members and funders
- Provide reports about engagement and capacity building events and activities

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: 37.5 hours per week

Salary: \$42,000 - \$53,500 plus benefits

Application Deadline: **Monday August 19, 2019**

Start Date: as soon as possible

Please submit cover letter and resume by email to jobs@mcic.ca. Please indicate in the subject line the title of the position you are applying for.