



Job Posting – Program Assistant (FIT) **Posted December 3,2021**

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.

In 2019, MCIC, on behalf of the Inter-Council Network, launched **the Fund for Innovation and Transformation/le Fonds pour l'innovation et la transformation or FIT (www.fit-fit.ca)**. The program provides funding to Canadian small and medium-sized organizations (SMOs) testing innovative solutions to advance gender equality and empower women and girls in the Global South. In addition, the program aims to build the capacity of SMOs around innovation and testing through collective learning and knowledge-sharing.

MCIC is seeking a qualified bilingual candidate to join the FIT Program in the role of Program Assistant.

Job Profile

Reporting to the Director of Innovation, Fund for Innovation and Transformation (FIT) and working closely with the FIT team, the **Program Assistant** will be responsible for assisting FIT team members and providing administrative, analysis and communications support for the FIT program.

This is a full-time **bilingual** position based in Winnipeg, Manitoba.

Qualifications

- Post-secondary degree in a related field such as international development, gender/women's studies and/or administration
- 1+ years of relevant experience working in an international development context, and/or for a non-profit organization
- 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
- Effective time management abilities
- Excellent organizational skills and attention to detail
- Strategic and analytical thinking skills and problem-solving skills
- Demonstrated proficiency in Microsoft Office Suite (including Word, Excel, Outlook & PowerPoint), database management software and website administration
- Experience hosting webinars and with various virtual platforms
- Experience with data analysis
- Ability to work under pressure in a fast-paced work environment
- Must be legally entitled to work in Canada
- Cross-cultural and gender sensitivity
- Commitment to MCIC's Development Principles

Primary Duties and Responsibilities

- Provide administrative support to the Director of Innovation, program officers and the overall program
- Assist in developing policies, goals and guidelines for the FIT program
- Assist in maintenance of FIT website, database and online platforms
- Make logistical arrangements for and prepare documents and materials related to meetings, workshops, roundtables, and other events such as Expert Review Panel meetings
- Contribute to FIT communication resources such as annual reports, newsletters, stories as required
- Assist in preparing documents, presentations, articles and other materials to share project learnings and progress with different stakeholders
- Support with data analysis and presentations
- Prepare minutes for team meetings
- Maintain FIT program files
- Liaise with internal and external stakeholders
- Other duties as assigned

Working Conditions

- 37.5 hours per week
- Office environment on site at MCIC in Winnipeg, Manitoba. Currently FIT Team is working remotely.

- May be required to work evenings, weekends or additional hours to accommodate activities such as meetings or FIT events

Position: Full-time 1 year term position, possibility of extension

Salary: \$40,000-\$44,000 plus benefits

Start Date: January 2022 or as soon as possible

Application Deadline: December 28th, 2021. Applicants are encouraged to submit early.

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

MCIC is committed to equal opportunity and equal treatment for every prospective and current employee. We value diversity in the workplace and believe our work is stronger when it benefits from the experience and knowledge of a diverse team. Applications are encouraged from all candidates, including women, Indigenous Peoples, people with disabilities, people of various sexual orientations, gender identities and expressions, racialized people, and others who can contribute to the diversity of our team and our work, and who share our mission. We are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.