



Fund for Innovation  
and Transformation

Fonds pour l'innovation  
et la transformation

## Program Coordinator

### Fund for Innovation and Transformation (FIT)

A national program of the Inter-Council Network administered by MCIC

- Remote/Anywhere in Canada\*
- Bilingual (French/English)
- Full-time, 2-year term position
- 37.5 hours/week, with additional hours\*\*
- \$44,000-\$54,000 plus benefits/year
- Team: 15-20 employees

**Top skills:** Organizational skills, teamwork and collaboration, project support, content preparation and coordination, critical thinking, research and analysis

**Application Deadline:** July 3, 2024, or until the position is filled.

**Start Date:** As soon as possible (July-August 2024)

\*Candidate must be legally entitled to work in Canada and may work remotely in Canada or in office in Winnipeg.

\*\*Evening, weekend, or additional hours may be required to support activities (e.g.: meetings or representing FIT at public events). Domestic and international travel may also be required.

[FIT](#) is a national program of the Inter-Council Network and administered by MCIC. [MCIC](#) is committed to an inclusive, diverse, and safe workplace and to advancing anti-racism in all that we do. 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.

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## How to Apply

To be considered for the role, start by reviewing the position details below, then email your cover letter and resume to [jobs@mcic.ca](mailto:jobs@mcic.ca). Please indicate 'FIT Program Coordinator' in the subject line.

**The cut-off to apply is July 3, 2024.**

## About the Position

Reporting to the Director of Innovation, Fund for Innovation and Transformation (FIT) and working closely with the FIT team, the **Program Coordinator** will be responsible for **supporting FIT team members** and providing **coordination, administration, analysis and communications** for the FIT program.

This person will need to be comfortable using **Microsoft Teams and Office software**. They will participate in and be a support for various program **events**.

As a point-person for the team, this person will need to be **well organized, a good communicator and not afraid to ask questions**.

### Key Responsibilities

- Provide administrative support to the Director of Innovation and the overall program
  - Coordinate the development of policies, goals and guidelines for the FIT program
  - Support updates to 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 and coordinating documents, reports, 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 required

### Qualifications

- Qualification in international development, gender/women's studies, project management and/or administration
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Excellent organizational and time management skills as well as attention to detail
- Strategic and analytical thinking and problem-solving skills along with experience with data analysis
- Proficiency in Microsoft Office Suite, database management, website administration, and hosting webinars and with various virtual platforms
- Ability to work under pressure in a fast-paced work environment
- Cross-cultural and gender sensitivity

## Nice to Have

- 1+ years working in an international development context, and/or for a non-profit organization
- Experience with high-level analysis
- Experience with writing and developing social media content
- Familiarity with Canada's Feminist International Assistance Policy and UN's Sustainable Development Goals

## Next Steps in the Application Process

After emailing your resume and cover letter to [jobs@mcic.ca](mailto:jobs@mcic.ca), with 'FIT Program Coordinator' in the subject line, you will receive an acknowledgement email from FIT that your application has been received.

Our internal review process will take up to 2 weeks after the cut-off date.

Successful applicants will be contacted for an interview between 1 to 2 weeks after the cut-off date.

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## About FIT, MCIC and the ICN

In 2019, MCIC, on behalf of the Inter-Council Network (ICN), launched the **Fund for Innovation and Transformation/Fonds pour l'innovation et la transformation (FIT)**, 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. More information can be found at [www.fit-fit.ca](http://www.fit-fit.ca).

**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 over 350 diverse civil society organizations 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, MCIC promotes public awareness of international issues, fosters member interaction, and administers funds for international development. MCIC's office is located in Winnipeg, Manitoba on Treaty 1 Territory and National Homeland of the Red River Métis.