



Manitoba Council for International Cooperation

Communications Specialist

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**
- \$50,000-\$58,000 plus benefits/year
- Team: 15-20 employees

Top skills: English and French content development, digital and traditional graphic design, video editing
Organized and flexible, creative and collaborative, solution-focused and deadline-driven
Communications, journalism, marketing, public relations

Application Deadline: April 19, 2024, or until the position is filled.

Start Date: As soon as possible

*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.

[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. Please indicate 'Communications Specialist' in the subject line.

The cut-off to apply is April 19, 2024.

About the Position

Working with another **Communications Specialist**, this person contributes to implementing FIT's communication strategies to **engage internal and external audiences**. This role reports **to the Director of Innovation**, Fund for Innovation and Transformation (FIT) and **works closely with the FIT team** to also support FIT's Public Engagement activities.

Using storytelling to creatively **communicate the work of FIT, SMOs and innovators in the development sector** in both **English and French** is central to this position. This includes **drafting and editing** an array of deliverables such as: news releases, blogs, videos, e-newsletters, reports and articles, as well as coordinating social media and website updates and initiatives.

This role also supports regular data collection, analysis and support in the **creation of impact reports and presentations** to update various audiences on the program's progress.

Key Responsibilities

- Use storytelling to creatively communicate the work of FIT, SMOs and innovators in the development sector in both English and French.
- Develop, edit, disseminate and manage communications for digital and traditional media. *This includes: news releases, videos, presentations, graphics, e-newsletters, reports and articles, as well as coordinating social media and website updates and initiatives.*
- Compile and analyze communication reports, analytics and statistics.
- Offer communication support and advice to FIT management and team members.
- Assist with preparing reports and presentations.
- Liaise with internal and external stakeholders, including other provincial and regional councils, the sector and the public.
- Represent MCIC and FIT at community activities and events as needed.

Other duties as required.

Qualifications

- Qualification in communications, marketing, or PR, and 2+ years of relevant work experience.
- Exceptional oral and written communication skills in English and French, with the ability to prepare reports.
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals.
- Cross-cultural and gender sensitivity, and a commitment to MCIC's Development Principles.
- Excellent organizational and time management skills as well as attention to detail.
- Demonstrated proficiency in Microsoft Office Suite, Adobe Creative Suite and content management systems for website and social media management.
- Ability to work under pressure and meet tight deadlines in a fast-paced work environment.

Nice to Have

- 1+ years working in an international development context, and/or for a non-profit organization.
- Experience and an interest in creating digital content including videos and graphics.
- 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, with 'Communications Specialist' 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.

About the ICN, MCIC and FIT

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 (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, 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.

In 2019, MCIC, on behalf of the Inter-Council Network, 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.