



Job Posting – Program Officer, Capacity Development/Mentoring **Posted on 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 Officer, Capacity Development/ Mentoring.

Job Profile

Reporting to the Director of Innovation, Fund for Innovation and Transformation (FIT) and working closely with the FIT team, **Capacity Development/Mentoring** will be responsible for managing projects by Canadian small and medium organizations (SMOs), focusing specifically on developing and compiling capacity development resources, assisting with finding appropriate mentors, and facilitating a community of practice for funded SMOs.

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

Qualifications

Required:

- Post-secondary degree in a related field such as international development, social sciences, gender/women's studies, education, adult education, communications and/or project management
- 3+ years of relevant work experience in the not-for-profit, public and/or private sector, preferably in the area of capacity development and/or mentoring SMOs
- Knowledge of Canadian SMOs
- Knowledge of Canada's Feminist International Assistance Policy and the UN's Sustainable Development Goals
- Knowledge of gender issues in the Global South
- Excellent facilitation and presentation skills, and demonstrated understanding of adult education and organizational capacity building
- Experience creating and delivering online webinars, and development of learning resources
- 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
- 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
- Ability to manage projects using participatory tools and methodologies for assessment, project implementation, monitoring and evaluation
- Advanced online research skills
- Demonstrated proficiency in word-processing, email and spreadsheet and database management software (including Microsoft Office)
- Demonstrated ability in using tools like Eventbrite, mailchimp, content updates on websites.
- Ability to work under pressure in a fast-paced work environment
- Must be legally entitled to work in Canada

Preferred:

- 3+ years' experience in an international development context
- Experience in results-based program development and/or management
- 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

- Ensure FIT program capacity development and mentoring processes adhere to FIT's strategic objectives, the FIAP and the UN's Sustainable Development Goals, and integrate a feminist approach
- Develop and implement a plan for building the capacity of SMOs and partner organisations, which includes performing needs assessments and establishing performance standards, ensuring that SMOs and partner organisations are fully involved in the process
- Assist with finding mentors to undertake training, coaching and capacity building activities with SMOs and partner organisations to strengthen their own expertise
- Working with the Program Officers, identify trends, gaps and challenges and propose improvements and efficiencies for FIT projects as they relate to capacity development
- Prepare project reports on capacity development and mentoring activities for dissemination to internal and external stakeholders such as the Expert Review Panel
- Develop capacity development and mentoring policies, goals and guidelines for the FIT program
- Coordinate capacity building and mentoring of SMO and partner staff for FIT projects
- Oversee a virtual community of SMO innovators (Community of Practice)
- Share project learnings and knowledge through online webinars and training and through conferences
- Coordinate and prepare innovation resources for SMOs
- Contribute to FIT communication resources such as annual reports and newsletters
- Work with the Communications Specialist for documents, articles and other materials to share project learnings and progress with donors and the public

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 FIT events
- Domestic and international travel may be required

Position: Full-time term up to 2 years. Possibility of extension.

Salary: \$48,000-54,000 plus benefits

Start Date: January 2022 or as soon as possible

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

Application Instructions: Please submit a cover letter and resume by email to jobs@mcic.ca by December 28, 2021. Please 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.