



## JOB POSTING

<b>Title:</b>	National Coordinator (Bilingual – French/English)
<b>Accountable To:</b>	Executive Director of the BC Council for International Cooperation
<b>Duration:</b>	Full-time (37.5 hours/week) one year maternity leave contract.
<b>Salary:</b>	Salary starting at \$46,818 and with benefits is 50,563
<b>Location:</b>	Vancouver, BC
<b>Start Date:</b>	November 20, 2017 (firm)

**The Inter-Council Network (ICN)** is a dynamic network of provincial and regional member-based Councils for International Cooperation committed to social justice and social change. Rooted in communities across Canada and representing nearly 400 international cooperation organizations, the Councils are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level. The ICN provides a forum in which the Councils collaborate to improve development effectiveness, learn from each other's specific skills, and identify common priorities for collective action.

The ICN is seeking a bilingual National Coordinator for a one year maternity leave placement based in the Vancouver Office of the British Columbia Council for International Cooperation. The ideal candidate will be creative, have communications experience, including strong writing skills, media relations experience and a passion for creating positive social change locally and globally. They will have the ability to juggle competing priorities, deliver multi-stakeholder projects and thrive in a fast-paced and dynamic work environment. They will have strengths in both high-level strategic thinking, and on-the-ground logistics and event production.

This job posting indicates the general areas of responsibility and ongoing tasks associated with this position. Additional tasks and priorities may be identified through annual work planning and as assigned.

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550-425 Carrall, Vancouver, BC, V6B 6E3  
www.globalhive.ca | icn.rcc@bccic.ca | 604 899 4475



## Responsibilities

In support of the ICN's strategic directions, the ICN National Coordinator will coordinate the development, execution, monitoring and evaluation of the ICN's communications strategy and capacity building program initiatives. The ICN National Coordinator is responsible for:

- Supporting, coordinating and implementing a comprehensive ICN communications strategy
- Assisting in developing and implementing a National Poll to measure levels of awareness and engagement of the Canadian public on global poverty issues
- Supporting the creation and communication of research on emerging international development issues
- Assisting in the implementation and evaluation of a national training program on best practice for public engagement
- Coordinating the application for a five year funding proposal based on a current strategic plan
- Organizing and hosting national sector-specific capacity building thematic webinars
- Coordinating learning exchanges between Councils and key stakeholders
- Organizing and facilitating face-to-face meetings of the ICN Executive Directors
- Monitoring and evaluation of the ICN work, and reporting to Global Affairs Canada using Results Based Management tools
- Promoting and preparing content as well as monitoring the Global Hive website (<http://globalhive.ca/>) and a new ICN website

The ICN National Coordinator may be required to work occasional evenings, weekends or additional hours and is required to travel within Canada at times for periods of up to a week.

## Qualifications, Abilities and Experience

- **Fluently** bilingual in English and French
- A minimum of three years of experience working in the international development and/or not-profit sector in communications, media, project management or public relations
- Demonstrated program management experience, including design, implementation, monitoring and evaluation, and financial management
- Post-secondary degree in communications, international development, adult

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- education or another related field
- Superior written, oral and online communication skills in both English and French
  - Superior proficiency in social and emerging digital media platforms and tools, such as webcasting, Google Drive, Twitter, Asana, SlideShare, etc.
  - Proven ability to establish and maintain positive, strategic working relationships with key stakeholders, decision-makers and eight different executive directors based in different provinces and territories throughout Canada.
  - Ability to work cooperatively with others to set goals, resolve conflicts, and make decisions.
  - Experience with the development of funding proposals
  - Excellent time management, decision making, organizational, problem-solving and interpersonal skills
  - Demonstrated self-starter with flexibility, creativity and initiative
  - Comfortable working with minimal supervision in a deadline-oriented environment
  - Shows a keen attention to detail and a sense of humour
  - Assets: experience with Results Based Management (RBM)

### **Application Details**

Qualified applicants are invited to submit a cover letter, resume, relevant writing sample of no more than 500 words, and the names and contact information of two references by no later than **5:00 p.m. PST, October 31, 2017** to [icnjobs.emploircc@gmail.com](mailto:icnjobs.emploircc@gmail.com). Only those selected for an interview will be contacted. Interviews with short-listed candidates will be conducted Nov 1-3, 2017.

As an equity seeking network, the ICN encourages applications from individuals that represent the full diversity of communities in Canada, including complexities of intersecting identities such as ability, age, class, gender, race and sexual orientation.

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