



JOB POSTING

Position Title: ICN Sustainable Development Goals Podcast Coordinator (Bilingual preferred – French/English)

Accountable to: ICN National Program Manager

Duration: Part-time position of approximately 25hours/week (Mid-November 2020 – March 1, 2021)

Rate of pay: \$20/hr

Location: Halifax, Nova Scotia preferred (may consider other locations in Atlantic Canada)

Start date: As soon as possible

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 over 350 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, hosted at the Atlantic Council for International Cooperation (ACIC), is seeking a part-time SDG Podcast Coordinator for a specific podcast series project.

Description:

This position will work closely with the Inter-Council Network (ICN) staff team to develop an ICN Sustainable Development Goals (SDG) / Development Issues Podcast series. The ICN SDG Podcast Coordinator will gather stories from ICN member organizations about their SDG work and impact. Each episode of the podcast will feature a different SDG. This position will conduct research, coordinate the planning and organization of the podcast, and create audio communication material to showcase the work towards the SDGs across Canada. The Podcast will be launched during International Development Week 2021 and release a weekly episode until all 17 goals are covered.

This position will provide the intern with the opportunity to expand their SDG knowledge, work with the ICN and the eight Councils for international cooperation across Canada, as well as improve their knowledge of the SDG work of organizations in Canada's international cooperation sector. This position would be a great opportunity for anyone who wants to develop their communications and media skills, as well as gain experience working with a non-profit organization based in Atlantic Canada.

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Duties and responsibilities:

- Work collaboratively with the ICN team to create, design, and coordinate the ICN SDG Podcast
- Conduct research on the SDGs and the work of ICN members
- Create a call-out to members to participate; correspond with members and arrange meeting and interview times
- Create interview questions regarding organizations' SDG work and impact
- Work with ICN Team to select stories to profile and determine podcast content
- Support the conducting and recording of interviews; edit audio for podcast
- Coordinate the capture of photos of interviewees and/or their SDG work
- Other tasks as deemed relevant to the creation of the podcast series

Knowledge and skills:

- Degree or Diploma in Communications, Media, International Development or a related field (completed or nearing completion)
- Knowledge of the SDGs, international development, global solidarity, and the work of ICN members
- Experience conducting interviews (recorded for media, radio, or podcast experience preferred)
- Experience editing audio for podcast, an asset
- Experience organizing logistics and schedules across different time zones
- Ability to work independently and within a small team
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Bilingual in English and French an asset

Qualified participants are:

- Between the ages of 15-30 (inclusive) at the start of the internship
- Canadian citizens, permanent residents or persons granted refugee status in Canada*
- Legally allowed to work according to the relevant provincial and Canadian legislation and regulations

Application Details

Qualified applicants are invited to submit a cover letter, resume, and the names and contact information of two references by no later than November 8, 2020 to hire@acic-caci.org. Only those selected for an interview will be contacted. 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. Furthermore, we appreciate and value the knowledge and skills arising from people's lived experiences.

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