



OPPORTUNITY POSTING

OCIC Consultation Volunteer Note-takers

Term: April 11, 16, 18 & 24, 2019	Deadline: Rolling
Position type: Volunteer - 6 positions available	Interviews: NA
Location: Toronto, ON	Beginning: Immediate

Background:

The Ontario Council for International Cooperation (OCIC) is an expanding community of Ontario-based international development and global education organizations and individual associate members working globally for social justice.

Reporting to the Executive Director and the Communications Coordinator, Consultation Volunteer Note-takers will work with OCIC staff, members, and other stakeholders during our consultations held in April 2019.

OCIC is looking for **six dedicated note-taking volunteers** to assist in the Council's consultation activities for Canada's Agenda 2030 National Strategy as part of the Strength in Diversity & Partnership Project. Ideal candidates will have experience supporting consultation-related activities involving diverse institutional and community stakeholders. They will also ideally possess strong communications and writing skills, and knowledge of/demonstrated interest in international cooperation issues. As contributors to a small and dynamic team, Volunteer Note-takers must be able to work both independently and collaboratively.

Scope of work:

- Assisting in recording, documenting and compiling notes for OCIC's consultation activities as requested
- Ensuring accuracy in notes taken during the Council's consultation activities
- Helping to document and report on good practices and lessons learned
- Ensuring an anti-oppression framework and confidentiality are abided by during the activities
- Supporting the preparation of qualitative, quantitative reporting items, as necessary
- Committing to learning the Council's work and priorities in the project
- Providing administrative support as requested
- Committing to 3-5 hours/week

Desired Qualifications:

- Relevant experience in any or a combination of consultation and event documentation, communications, and/or interview or focus group facilitation
- Experience, knowledge of and/or passion in international cooperation, social justice, and sustainable development initiatives
- Excellent interpersonal and communication skills, and a demonstrated ability to work effectively with diverse groups



- Detail-oriented, with a demonstrated ability to track information, organize work, and meet deadlines
- Strong listening, writing, and note-taking skills
- Demonstrated ability to work independently on assigned duties and projects
- Experience and/or interest in the NGO sector

To learn more:

Visit OCIC's website, and check out our consultation plans for the "Strength in Diversity & Partnership" Project [here](#).

To apply:

Qualified, interested applicants are invited to contact Elisa Chang at communications@ocic.on.ca to express interest and include details of their (a) availability on the stated dates above, (b) relevant experience, and (c) contact information. Applications will be reviewed on a rolling basis in April 2019.