

## OCIC DIRECTOR OF COMMUNITY & LEARNING POSTING

POSTED: MAY 31, 2019	BASED IN: TORONTO, ON
DEADLINE: JUNE 18, 2019 11 AM EST	LEVEL: DIRECTOR
TERMS: BEGINNING AT 30 HOURS/WEEK (80% FTE)	SALARY: \$70,000 - \$75,000/YEAR + BENEFITS, (PRORATED)

**OCIC is seeking an exceptional, experienced individual to join our staff team in an exciting new leadership role.**

Reporting to the Executive Director, the **Director of Community & Learning** is jointly responsible for the successful leadership and management of the Council and will work closely with the OCIC management team and staff, Board Directors, volunteers, members, key stakeholders and funders to support the Council in achieving its 2018-2023 “Agenda for Change”, 2019-2023 “Inspiring Action for Global Citizenship” Global Affairs Canada (GAC) contribution agreement, and other funding agreements, furthering our long-term vision.

### **REQUIRED EXPERIENCE, SKILLS & QUALIFICATIONS:**

- Dynamic team player with a ready sense of humour, compassion for others, and capacity to work in close proximity to others
- Demonstrated understanding of social justice and sustainable development issues, including gender equality, human rights and the empowerment of women and girls, climate change, and youth empowerment
- Nuanced understanding of anti-oppression, inclusion, intersectionality, gender equality, rights-based and feminist approaches, and ability to provide leadership and capacity building in these areas
- Proven passion for and experience with global citizenship education, public engagement, communications and capacity building with diverse audiences
- Relevant Post-Secondary degree(s) and seven to ten years progressive management experience in the international cooperation and humanitarian sector
- Ability to work independently with minimal supervision to accomplish high-profile tasks and to meet multiple and concurrent deadlines
- Detail oriented, with demonstrated leadership experience in finance, HR, administration, coordination, reporting and sharing of good practices and lessons learned
- Excellent facilitation and presentation skills, and demonstrated understanding of adult education and organizational capacity building
- Clear and effective written and oral communication skills, numeracy skills, and understanding of excellence in customer service
- Demonstrated experience with Results Based Management (RBM) and Theory of Change (ToC)
- Knowledge of and experience with program planning, development, implementation, monitoring, evaluation and learning
- Cross-cultural awareness and competency; self-aware
- Experience developing and overseeing programs that provide opportunities for meaningful youth participation in sub-national, national and international programs, meetings and delegations

- Passion for multimedia, arts-based storytelling activities, youth innovation programming, and youth policy engagement efforts
- Proven capacity to lead teams organizing large-scale collaborative events and activities
- Demonstrated good judgment, discretion and diplomacy skills
- Innovative spirit, with interest in being part of a thriving social change community
- Experience working with Global Affairs Canada and other funders

### **SCOPE OF ROLE**

The Director of Community & Learning will focus on the following priority areas:

#### **Implementation**

- Providing leadership in transformative public engagement, communications and capacity building activities to achieve OCIC's vision, mission and mandate, strategic directions and funded programs
- In collaboration with the Executive Director and Director of Operations, overseeing the financial and administrative management of all operations, including providing leadership and support in the recruitment of OCIC staff, interns and volunteers
- Ensuring the increased visibility of OCIC member and Council efforts on key global issues, including Canada's Feminist International Assistance Policy (FIAP) action areas, the Sustainable Development Goals (SDGs) and Agenda 2030
- Building relationships with traditional and new media partners, key journalists, bloggers, vloggers, artists and other communications partners
- Leading the Community Engagement Specialist, Communications Specialist and others in the development and roll-out of an enhanced communication strategy and materials for key programs, such as International Development Week (IDW), the OCIC Global Citizens Forum, gender equality speakers' tours, etc.
- Providing direction and oversight on the development of actionable communications and engagement platforms, including OCIC's web presence, social media, e-Bulletins, Opportunities postings, and other communications channels
- Convening periodic dialogues, consultations and information sessions with multiple key stakeholders
- Networking, liaising and developing relationships with diverse stakeholders including youth, feminist, Indigenous, diaspora and disability inclusion groups, organizations and individuals
- Developing and testing surveys and interview schedules to facilitate effective needs assessments, and developing relevant capacity building initiatives
- Supporting the Executive Director, the Board of Directors and its Committees in achieving annual governance work plans
- Supporting OCIC's Annual General Meetings & Symposiums, and providing oversight in the development of the OCIC Annual Report content
- Managing and monitoring budget items with prudence
- Other duties, as assigned

#### **Monitoring, Evaluation and Learning**

- As a part of the management team, ensuring processes are undertaken to assess the effectiveness of each Council activity
- Ensuring staff and others capture quantitative and qualitative data on an ongoing basis, using event registration software, participant lists, attendance sheets, social media account analysis,

website analytics, activity specific evaluation forms, surveys and the Kinaki M&E software platform, as appropriate

- Reviewing synthesized data, including qualitative, quantitative and financial reporting items, and receiving recommendations for adjustments to community/public engagement and communications programs by staff on an ongoing basis
- Supporting the creation, implementation, analysis and dissemination of results of periodic surveys of Council members
- Overseeing the documentation and reporting of good practices and lessons learned related to public engagement, communications and capacity building programs by staff, interns, Board Committees and other key stakeholders on a quarterly-to-annual basis

### **Reporting on Results**

- Ensuring all public engagement, communications and capacity building programs and activities are completed according to the descriptions, budget and timelines established in the Councils' funding agreements and annual work plan

### **Organizational Development and Support**

- Providing appropriate levels of leadership and direction in management, staff and committee meetings, and towards the development or modification of operational policies and procedures
- In collaboration with the Executive Director, Director of Operations and others, preparing funding proposals and reports
- Supporting the Executive Director and Board of Directors and its Committees in the periodic development and ongoing implementation of strategic directions, and in achieving annual governance work plans
- Ensuring the Board of Directors and its Committees receive administrative support
- Representing OCIC at events or external meetings, as requested
- Responding to telephone and email inquiries, as necessary

### **OCIC's Values in Practice**

OCIC's work, both internally and as a collective of members, is grounded in our shared vision of global social justice, human dignity and participation for all. Our work is guided by ideals about anti-oppression, human rights, international cooperation, and the appropriate meeting of human needs articulated in a multitude of places by multilateral bodies, states, and civil society groups.

Management and staff of OCIC are responsible for:

- Providing leadership in ensuring a culture of inclusive, transformative, intergenerational change within the Council and Council partnerships
- Ensuring that an intersectional approach is modeled in all aspects of the Council's work, as outlined in OCIC's "Agenda for Change"
- Ensuring gender equality and anti-oppression themes and results are integrated into all of the Councils' work, as outlined in OCIC policies and funding agreements

**TO APPLY**

Qualified applicants are encouraged to submit a cover letter, CV, writing sample of no more than 2 pages, and contact information for three relevant and recent professional references to [info@ocic.on.ca](mailto:info@ocic.on.ca) by no later than **11:00 am EST, June 18, 2019**. Please note **OCIC Director of Community & Learning Applicant** in the Subject Line.

**Interviews with short-listed candidates will be conducted the last week of June 2019, and the position will begin July 29, 2019.**

As an equity seeking organization, OCIC 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.