

OCIC PROGRAM SUPPORT POSTING

POSTED: MAY 31, 2019	BASED IN: TORONTO, ON
DEADLINE: JUNE 12, 2019 11 AM EST	LEVEL: ENTRY
TERMS: BEGINNING AT 22.5 HOURS/WEEK (60% FTE)	SALARY: \$15.00/HOUR

OCIC is seeking an exceptional individual to join our staff team in an exciting new administrative role.

Reporting to the Director of Operations, the **Program Support** person is responsible for supporting the logistics and administration of OCIC programs and will work closely with OCIC staff 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 ability to work independently with minimal supervision to meet multiple and concurrent deadlines
- Relevant university degree and a minimum of four years relevant professional experience
- Experience working within the non-profit sector
- Clear and effective written and oral communication skills, numeracy skills, and understanding of excellence in customer service
- Demonstrated interest in international cooperation and humanitarian issues, and public engagement work
- Detail oriented, with experience in administrative tasks and supporting logistical requirements for organizational meetings and events
- Demonstrated cross-cultural awareness and competency; self aware
- Knowledge of and experience with principles of program planning, development, implementation, monitoring, evaluation and learning
- PC proficiency with MS Office
- Demonstrated good judgment, discretion and diplomacy skills
- Innovative spirit, with interest in being part of a thriving social change community
- Experience working with funders, such as Global Affairs Canada (GAC)
- Understanding of Results Based Management (RBM) (desirable)

SCOPE OF ROLE

The Program Support person will focus on the following priority areas:

Logistical and Administrative Support

- Preparing cheque requisitions for membership-related programs, ongoing services, general office expenses and OCIC programs
- Providing support in financial procedures, such as preparing and conducting banking deposits
- Producing monthly PayPal reports for the Bookkeeper
- Providing data entry support for membership-related tasks

- Maintaining the mail log
- Monitoring and maintaining petty cash
- Ensuring the functionality of office equipment, including computers and printers, and liaising with IT/website consultants to help staff troubleshoot IT/website issues, as assigned
- Supporting membership renewal and development processes, including preparing renewal packages, receiving payment and processing renewals, providing speaking notes to Board Directors for annual calls, drafting membership surveys to align with the Councils' reporting requirements, and gathering feedback received for annual reporting and strategic planning
- Preparing membership-related resources, communications materials, website content, documents and evaluation summaries, as needed
- Preparing and distributing relevant documents, meeting notes and evaluation summaries pertaining to member services, as requested
- Preparing membership reports for the Membership and Nominations Committee
- Assisting with the maintenance of member databases, files, list-serves and mailing lists
- Providing support in coordinating food and logistics for Council activities such as capacity building workshops, in accordance with ethical operational practices and policies
- Helping to create, implement, analyze and disseminate results of periodic surveys of Council members
- Assist with capturing quantitative and qualitative data through a combination of activity-specific evaluation forms, surveys, and/or Committee evaluation meetings and informal discussion, which feed into the Kinaki M&E software platform
- Other duties, as assigned

Reporting on Results

- Helping to ensure that operational and member service activities are completed according to the descriptions, budget and timelines established in the Councils' funding agreements and annual work plan

Organizational Development and Support

- Actively participating in staff meetings
- Complying with all OCIC policies and procedures
- Providing support to management and staff, as directed
- Helping to prepare funding proposals and reports, as directed
- Providing administrative support to the Board of Directors and its Committees, as directed
- Responding to telephone and email inquiries, as necessary
- Other duties, as assigned

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. Staff of OCIC are responsible for:

- Helping to ensure a culture of inclusive, transformative, intergenerational change within the Council and Council partnerships
- Helping to ensure that an intersectional approach is modeled in all aspects of the Council's work, as outlined in OCIC's "Agenda for Change"

- Helping to ensure that 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 by no later than 11:00 am EST, June 12, 2019. Please note **OCIC Program Support Applicant** in the Subject Line.

Interviews with short-listed candidates will be conducted beginning June 20, 2019, and the position will begin ASAP.

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.