



OPPORTUNITY POSTING

OCIC Learning & Impact Specialist

Term: FT - 37.5 hours per week	Deadline: May 16, 2023 at 10:00 am EST
Position type: Employment	1st Interviews: May 25-26, 2023
Compensation: \$57,750 - \$65,000 (pro-rated) + benefits	Position Level: Mid-Level
Location: Toronto, ON (working virtually)	Beginning: June 2023

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, the **OCIC Learning & Impact Specialist** will work closely with the OCIC management team and staff, Board Directors, volunteers, members, key partners and funders to support the Council in achieving its 2018-2023 “Agenda for Change,” 2019-2026 “Inspiring Action for Global Citizenship” Global Affairs Canada (GAC) contribution agreement, and other funding agreements, furthering our long-term vision.

Position Description:

The Learning and Impact Specialist is accountable for the following aspects of OCIC’s work:

Implementation

- Coordinating opportunities for and encouraging and facilitating broad-based and meaningful participation of members, volunteers, youth and other target audiences in capacity building activities to achieve OCIC’s vision, mission and mandate, strategic directions and funded programs
- Developing, testing and implementing surveys, interview schedules and processes to facilitate effective needs assessments
- Helping to convene periodic dialogues, consultations and information sessions with key partners
- Supporting the planning and coordination of OCIC AGMs & Symposiums
- Creating and implementing holistic engagement strategies in collaboration with members and other development actors for annual youth-focused Innovation Labs

- Supporting 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, in capacity building activities
- Networking, liaising and developing relationships with diverse partners, including youth, feminist, Indigenous, diaspora and disability inclusion groups, organizations and individuals
- Supporting the development of an enhanced communication strategy and materials for key capacity building activities
- Supporting the development of Annual Report content
- Managing and monitoring budget items with prudence

Monitoring, Evaluation and Learning

The Learning and Impact Specialist is accountable for monitoring, evaluation and reporting on their portfolio of work, including:

- Ensuring processes are undertaken to assess the effectiveness of Council capacity building and select public engagement programs, including from a gender equality lens
- Capturing quantitative and qualitative data on an ongoing basis using event registration software, participant lists, attendance sheets, activity specific evaluation forms, and surveys, as appropriate various MEL tools
- Convening and/or supporting focus groups, 1:1 interviews and impact story collection, as appropriate
- Supporting the creation, implementation, analysis and dissemination of results of periodic surveys of Council members
- Synthesizing data, including qualitative, quantitative and financial reporting items, and providing recommendations for adjustments to capacity building and public engagement programs on a quarterly basis
- Documenting and/or supporting documentation and reporting of good practices and lessons learned related to capacity building and public engagement programs on a quarterly basis

Reporting on Results

- Ensuring all capacity building programs and activities are completed according to descriptions, budget and timelines established in OCIC’s funding agreements and annual work plan

Organizational Development and Support

- Complying with all OCIC policies, procedures and codes of conduct
- Actively participating in staff meetings and providing input towards the development of new policies to direct operational practice, as required
- Supporting the recruitment of and supervising interns, volunteers, consultants, and short-term contract staff related to capacity building and select public engagement initiatives, as requested
- Supporting the preparation of relevant funding proposals and reports, in collaboration with OCIC staff

- Supporting the Executive Director and Board of Directors and its Committees in the ongoing implementation of strategic directions, and in achieving annual governance work plans, as requested
- Representing OCIC at events or external meetings, as requested
- Responding to telephone and email inquiries
- Other duties, as assigned

Desired Qualifications:

The preferred candidate will have:

- Post-secondary education in adult education; international/community development; gender or equity studies; monitoring, evaluation and learning or related fields and/or the equivalent combination of education and experience
- A minimum of five years recent and related experience with Results-Based Management and monitoring, evaluation and learning, including capturing and synthesizing quantitative and qualitative data, developing surveys, and impact story collection
- Knowledge of adult education principles, approaches and values, and experience facilitating groups of adult learners
- Gender-based Analysis+ (GBA+) certification and/or demonstrate an in-depth understanding of intersectionality as it relates to power, positionality, and identity in the context of gender equality, equity, diversity and inclusion
- Demonstrated understanding of anti-racism principles and practice
- Knowledge of/experience working with small and medium-sized organizations (SMOs)
- Experience working with funders, such as Global Affairs Canada
- Knowledge of the Sustainable Development Goals (SDGs) and 2030 Agenda for Action
- Dynamic team player with a ready sense of humour, compassion for others, and capacity to work at home or in close proximity to others in a team
- Demonstrated ability to work independently with minimal supervision to accomplish high-profile tasks and to meet multiple and concurrent deadlines
- Excellent public speaking, presentation and facilitation skills with diverse audiences
- Strong interpersonal, communications and organizational skills and a demonstrated ability to work effectively with diverse groups
- Knowledge of and experience working within the non-profit sector
- PC proficiency with MS Office
- Demonstrated good judgment, discretion and diplomacy, with ability to problem-solve
- Innovative spirit, with interest in being part of a thriving social change community
- Demonstrated cross-cultural awareness and competency; self-aware
- Detail-oriented, with experience managing logistics and program budgets, and ability to organize work, set priorities, meet deadlines, monitor progress towards goals, and track information

Working Remotely:

The successful candidate must have computer proficiency, access to high-speed internet, and capacity to work virtually. They must also be able to attend periodic in-person meetings and work events in-person, in Toronto.

To apply:

Please complete OCIC's application form and attach your cover letter and CV [here](#) by no later than 10:00 am EST, May 16, 2023. Interviews will begin online, May 25-26, 2023.

Values in Practice:

OCIC's work, both internally and as a collective of members, is grounded in a shared vision of global social justice, human dignity and participation for all, and 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.

OCIC is committed to anti-racism, anti-oppression and the prevention of sexual exploitation, abuse and harassment. All OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC to provide services on behalf of the Council are required to comply fully with our Prevention of Sexual Exploitation, Abuse and Harassment Policy and Code of Conduct.

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.

Please contact lisa@ocic.on.ca if you require any accommodations during the application process.