



OPPORTUNITY POSTING
OCIC Community Information Officer

Term: 7-week contract	Deadline: June 30, 2025 at 10:00am ET
Position type: Paid Internship at \$20.00/hr	Interviews: July 4-7, 2025
Location: Toronto, ON (working virtually)	Beginning: July 14, 2025

Background:

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

Reporting to the Communications & Content Specialist, the **Community Information Officer** will work closely with OCIC staff and members within the international cooperation sector in Ontario. This position allows for 37.5 hours per week for 7 weeks during July – August 2025, up to a maximum of 280 hours. We anticipate this being 5 days a week, working virtually.

Position Description:

Scope of Work:

This role will support OCIC with developing new and compelling communications content, ensuring website content is up-to-date, and maintaining existing databases. Responsibilities will include:

Communications

- Creating new, engaging content for platforms such as print, web and social media, including graphics, infographics, reports, pamphlets and brochures
- Designing select graphics (including infographics, visual design elements, etc.) for social media, reports, briefs, web, collateral materials
- Ensuring OCIC brand guidelines are utilized in all communications streams
- Assisting in the development of new marketing materials

Digital Skills

- Updating OCIC website content
- Supporting OCIC in developing new video content to be shared across digital platforms

Client Services & Collaboration

- Membership relationship development, providing support to OCIC's annual member renewal campaign

- Researching member websites to find existing resources, opportunities and activities, and encouraging members to share and/or post these on the website
- Supporting research of Ontario INGOs, prospective members, partners and competitors to support OCIC's membership and partnership strategy development and implementation

Organizational Skills

- Researching and maintaining a database of new sponsorship opportunities and potential members and partners

Teamwork

- Participating in meetings related to communications activities
- Identifying relevant youth, feminists, Indigenous, diaspora and disability inclusion groups, organizations and individuals

Leadership

- Ensuring the Sustainable Development Goals (SDGs) and Canada's Feminist International Assistance Policy (FIAP) action areas, as well as gender equality and anti-oppression themes and results are integrated into communications, partnerships and activities as outlined in our funding agreements and organizational policies

Other

- Helping to document and report on good practices and lessons learned
- Supporting the preparation of qualitative, quantitative and financial reporting items, as necessary
- Other duties, as assigned

Desired Qualifications:

The ideal candidate will have:

- Creative, artistic and innovative, with demonstrated interest in communications and ethical public engagement
- Proficient in Microsoft Office and Google Workspace
- Experience using social media platforms (LinkedIn, Facebook, Instagram)
- Comfortable creating and editing video content
- Experience in or knowledge of global social justice issues and the work of international cooperation and solidarity-focused non-profit and community-led organizations
- Understanding of anti-racism and anti-oppression principles and practice
- Excellent interpersonal, communication and writing skills, and a demonstrated ability to work effectively with diverse groups
- Detail-oriented, with experience managing logistics and a demonstrated ability to work independently and as part of a team
- Post-secondary education is preferred; equivalent lived experience will also be considered

Working Remotely:

This is a virtual position. The successful candidate must have access to a computer and high-speed internet connection, and capacity to work virtually. Modest compensation will be offered for use of one's own computer and internet while working for OCIC. Candidates should reside in Ontario, Canada.

To apply:

This position is funded by the Government of Canada through the Canada Summer Jobs program.

Candidates *must* meet the following eligibility requirements to be considered:

- Be between 15 and 30 years of age (inclusive) at the beginning of employment;
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations. (International students on a work/study permit are not eligible for the Canada Summer Jobs program. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.)

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. 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
- Ensuring gender equality, anti-oppression and anti-racism themes and results are integrated into all of the Councils' work, as outlined in OCIC policies and funding agreements

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, and our Anti-Oppression and Anti-Racism Policy. 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 disability, age, class, gender, race and sexual orientation.

Please complete OCIC's application form and attach your cover letter and CV [here](#) by no later than 10:00 am ET, June 30, 2025. Interviews will be conducted online via Zoom July 4-7, 2025.

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