



## Membership Lead Volunteer

**Term:** August 2025 – April 2026

**Deadline:** July 2, 2025

**Position type:** Volunteer

**Interviews:** July 9 – July 11, 2025

**Location:** Greater Toronto Area, ON (Virtual)

**Beginning:** Early August 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.

**Interested in gaining experience supporting the membership processes of a dynamic team?** Reporting to OCIC's Membership & Administration Specialist, the Membership Lead Volunteer will work with OCIC staff to support OCIC's membership processes, offering an opportunity to collaborate with and learn from experienced colleagues and key actors in the international cooperation sector.

This is a virtual position, with periodic meetings and activities in Toronto. Candidates will ideally reside in the Greater Toronto Area (GTA), in Ontario, Canada.

### Scope of work:

- Actively participate in meetings and events related to OCIC's membership and program activities
- Work with staff to support and enhance membership engagement and retention
- Support virtual and/or in-person opportunities for community-building and networking
- Assist in conducting targeted outreach to potential underrepresented and equity-seeking groups
- Contribute to internal reports and analyses on OCIC's membership history and trends
- Commit to approximately 5 hours per week (or an average of 20 hours per month), from August 2025 to March 2026

**Desired Qualifications:**

- Knowledge of and interest in community-building within international cooperation, non-profit, or network-based settings
- Experience with or interest in report-writing and data analysis (knowledge/experience in membership research / marketing research a plus)
- Proficiency in Microsoft Office and Google Workspace
- Knowledge of or interest in 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

**Benefits of Volunteering with OCIC in this capacity:**

- Opportunity to support, work with and learn from like-minded colleagues
- Opportunity to gain experience in membership engagement and community-building
- Opportunity to network with key actors in the International cooperation sector

**Work from home:**

All OCIC staff are currently working from home. The successful candidate must have access to a computer and a high-speed internet connection and must be able to work virtually.

**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](#), including your CV, written statement of interest, and the names of two professional references by no later than Wednesday, July 2, 2025. Interviews will be conducted online via Zoom from July 9 – 11, 2025.**

Please contact [lisa@ocic.on.ca](mailto:lisa@ocic.on.ca) if you require any accommodations during the application process.

## Lead Volunteer Application Form

1. Full Name \*
2. Email \*
3. Phone Number \*
4. Residential Address \*
5. OCIC Lead Volunteer Position of Interest:
  - ☐ Communications
  - ☐ Membership
  - ☐ Monitoring, Evaluation and Learning
  - ☐ Youth Programs
6. Optional: As a part of OCIC's commitment to [Anti-Racist Cooperation](#), we invite you to share which perspectives you operate from:
  - a. Black
  - b. Indigenous (First Nations, Métis, Inuit)
  - c. Person of Colour
  - d. White / Caucasian (European descent)
  - e. Woman
  - f. Man
  - g. Non-Binary
  - h. New Canadian
  - i. 2SLGBTQ+
  - j. Person with a disability
  - k. Newcomer
  - l. Choose not to indicate
  - m. Other identity/identities, if applicable: \_\_\_\_\_

### Lead Volunteer Application

7. Are there any accessibility needs or accommodations we should be aware of to fully support your engagement or work with OCIC as a Lead Volunteer?
8. Please upload your statement of interest (500 words max) here. \*
9. Resume/Curriculum Vitae \* Maximum 2 pages
10. Optional: Linked In Profile

11. Share a relevant writing sample (upload a file). Maximum 2 pages

12. References \*

Please share the contact information of two (2) community or professional references, including their full name, title, organization, email, phone number, and relationship to you.

*References will be contacted only if you have been shortlisted for the final round.*