



OPPORTUNITY POSTING
OCIC Special Events Organizer

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 Learning & Impact Specialist, the **Special Events Organizer** (Capacity Building), will help to enhance OCIC's work to build capacity, convene multi-sectoral dialogue and influence and inspire key decision-makers in collaboration with our membership. 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 work closely with the Learning and Impact Specialist and other members of the OCIC team to support organizational development and learning of members and partners by supporting research and outreach to a number of diverse community leaders, such as funders that support sustainable and community-led development locally and globally; and other community leaders. More broadly, this role will also support outreach to diverse groups and individuals within OCIC's community, community groups in the GTA and across Ontario, with interest in sustainable and community-led development, both locally and globally. Specific duties include providing support to the OCIC Learning & Impact Specialist, and other staff of the Council by:

Client Service & Collaboration

- Assisting with the planning and coordination of the Council's AGM and other capacity building sessions
- Assisting in facilitating participation in event planning or other committees

Teamwork

- Providing logistical and administrative support to maximize engagement of the international cooperation sector and other key stakeholders in Council events
- Participating in staff meetings and organizational planning meetings

Communication

- Assisting with communications to relevant organizations, and other non-traditional media channels across Ontario
- Responding to general inquiries

Digital Skills

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

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 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:

- Relevant experience in any or a combination of organizational development, non-profit administration, event planning, information management and/or research
- Grassroots organizing experiences, lived experiences of intersectionality, alternative educational routes and non-traditional backgrounds
- Creative ideas, enthusiasm, skillful communications and writing abilities
- 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 gender equality, anti-racism and anti-oppression principles and practice
- Proficiency in Microsoft Office and Google Workspace
- 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.