



OPPORTUNITY POSTING

ICN Communications, Learning and Impact Manager (Bilingual: English | French)

Term: FT 1-year Contract with possibility of renewal (37.5 hours/week)	Deadline: March 27, 2026 at 1:00pm (EST)
Position type: Employment	Interviews: Beginning April 13, 2026
Starting Salary Range: \$80,000 - \$85,500 (pro-rated) + RSP and health benefits	Position Level: Mid-Level
Location: This is a remote position with periodic travel for in-person meetings and events. <i>Preference may be given to candidates in Ontario.</i>	Beginning: May 2026, pending signed funding agreement

Context

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent over 350 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level.

The Ontario Council for International Cooperation (OCIC), host Council of the ICN 'Engage: Global Citizens, Global Impact' Program, is an expanding community of Ontario-based international cooperation and global citizenship-focused organizations, institutions, and individuals committed to working for global social justice, human dignity and participation for all. We work strategically to influence and inspire global citizenship, facilitate knowledge exchange and capacity strengthening, foster collaboration and community-led action, and amplify diverse experiences, perspectives and priorities of our members.

We are seeking a bilingual (English | French) ICN Communications, Learning and Impact Manager. As one of two key ICN national positions, our candidate is a creative, engaging communicator with proven website, social and other media experience; exceptional presentation and writing skills; and a passion for creating positive social change locally and globally. You thrive in a fast-paced and dynamic work environment, and enjoy both strategic thinking and on-the-ground logistics and event production. This position is for an existing vacancy. Periodic domestic and international travel is required, as is occasional evening and weekend work.

Position Description

Reporting to the OCIC Executive Director, the **ICN Communications, Learning and Impact Manager** will work closely with the ICN Coordination and Government Relations Manager, ICN Executive Directors, the OCIC management team and staff, key partners, and funders to support the ICN in achieving its strategic directions and funded agreements.

Responsibilities

- **Co-management of the ICN's comprehensive multi-year Global Affairs Canada (GAC) program with a focus on communications; knowledge exchange and capacity strengthening; monitoring, evaluation and learning.**
- Working collaboratively with eight ICN Council Executive Directors based in different provinces and territories throughout Canada
- Helping to organize and facilitate bilingual virtual and in-person meetings of the ICN Executive Directors, including with logistical preparations
- Leading the coordination and implementation of a comprehensive ICN communications strategy that supports the increased visibility of ICN and Council efforts on key global issues, including the Sustainable Development Goals and Agenda 2030, and increased engagement of people in Canada in international cooperation efforts
- Maintaining the ICN website, including copywriting and editing, liaising with Councils, members and other website users regarding communications services, and ensuring content is accessible to persons with low vision
- Identifying and proposing use of emerging technologies
- Engaging and managing IT/website consultants to address emergent needs, design new elements, and troubleshoot issues as needed
- Writing and developing timely social and other media materials such as advisories/releases, public service announcements, blog posts, infographics, photo essays, short videos and other creative products to share information, opportunities for engagement, and impact
- Encouraging and facilitating broad-based and meaningful participation of Council members and key audiences
- Organizing and hosting thematic communities of practise and/or webinar series' for Council members and key audiences
- Working collaboratively with staff representatives of the eight Councils on ICN Comms, MEL and other Committees, as assigned
- Collecting, collating and publishing in different formats 'Stories of Change' for ICN and Councils' programs
- Supporting ICN community researchers in communicating and disseminating research and policy analysis on priority topical issues determined by the ICN
- Monitoring, evaluation and reporting on ICN work using Results-Based Management tools.
- Supporting recruitment and supervision of ICN short-term contract staff and/or consultants, as requested
- Supporting the preparation of funding proposals for ICN strategic priorities, as requested

- Complying with all OCIC and ICN 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
- Representing the ICN at events or external meetings, as requested
- Other duties, as assigned

Desired Qualifications

The preferred candidate will:

- Be fluent in English and French, with excellent oral and written communication skills in both languages (*mandatory*)
- Have 7-10 years experience in the international cooperation sector in strategic communications, media, public relations, capacity strengthening, and/or event management roles
- Demonstrate program management expertise, including design, implementation, monitoring and evaluation, and financial management
- Be skilled in establishing and maintaining positive, professional, strategic working relationships with key partners and decision-makers
- Enjoy working with government and funders, including Global Affairs Canada (GAC)
- Demonstrate knowledge of vision and mission-driven non profit organizations – including small and medium-sized organizations (SMOs), diverse communities, member-based organizations and networks
- Have completed post-secondary education in international/community development; communications, media, government or public relations; gender or equity studies; adult education; monitoring, evaluation and learning; or related fields and/or the equivalent combination of education and experience
- Demonstrate experience using feminist, antiracist and decolonial approaches to/good practices in communications and public engagement in the international cooperation and humanitarian sector
- Have Gender-based Analysis+ (GBA+) certification
- Demonstrate experience in website content management and maintenance, including copywriting and copy-editing
- Demonstrate their capacity to develop timely traditional and social media materials
- Demonstrate their experience with media positioning of complex and controversial social issues
- Have proficiency in word-processing, email and database management, and spreadsheet software, including MS Office, Google Drive; design software such as Canva, InDesign or Photoshop; email marketing services such as MailChimp
- Have experience creating infographics and visual design elements for social media, reports, briefs, and other collateral materials, and working with Learning Management Systems (LMS) and managing content on web platforms
- Demonstrate knowledge of adult education principles, approaches and values
- Have understanding of and experience with Results-Based Management (RBM) – including capturing and synthesizing quantitative and qualitative data, developing surveys, and gathering or producing communications products that demonstrate impact

- Demonstrate cross-cultural competency, compassion for others, and interest in being part of a thriving social change community
- Be a self-starter with flexibility, creativity and initiative, and the ability to work collaboratively as a part of a small team, while managing multiple deadlines
- Have excellent time management, decision making and problem-solving skills, with demonstrated good judgment, discretion and diplomacy

Working Remotely

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

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 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.

OCIC does not use artificial intelligence (AI) in any part of the recruitment process, including to screen, assess, or select applicants.

Please [complete the ICN's application form and attach your cover letter and CV](#) by no later than March 27, 2026 at 1:00 pm.