



OPPORTUNITY POSTING

ICN Coordination and Government Relations 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 Coordination and Government Relations Manager. As one of two key ICN national positions, our ideal candidate is a creative, skilled facilitator with a passion for coordination and collaboration; a penchant for collaborative research and policy advocacy; proven capacity to build and maintain relationships with diverse leaders and government officials at different levels; and a passion for creating positive social change locally and globally. You thrive in a fast-paced and dynamic work environment, and enjoy 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 Executive Director of OCIC, the ICN Coordination and Government Relations Manager will work closely with the ICN Communications, Learning and Impact 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, including with Global Affairs Canada (GAC).

Responsibilities

- **Co-management of the ICN's comprehensive multi-year Global Affairs Canada (GAC) program, with a focus on national coordination and collaboration; government relations and partnership development; supporting collaborative research and policy advocacy; youth engagement; and budget oversight**
- Working collaboratively with eight ICN Council Executive Directors based in different provinces and territories throughout Canada
- Organizing and co-facilitating bilingual virtual and in-person meetings of the ICN Executive Directors, including with logistical preparations
- Facilitating communication and engagement between Councils, the broader sector, and government actors
- Coordinating ICN committees and thematic working groups, and working collaboratively with staff representatives from the eight Councils in virtual meetings and on shared program activities
- Coordinating ICN research and policy advocacy initiatives, and keeping Councils informed of relevant government and partner discussions and decisions
- Supporting ICN community researchers conducting research and policy analysis on priority topical issues determined by the ICN
- Developing and leading an annual ICN youth delegation in collaboration with Councils and other key partners
- Supporting the development and implementation of an ICN national public engagement campaign for International Development Week
- 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 working in the international cooperation sector in project management, event management and logistics, public or government relations roles
- Demonstrate program management expertise, including design, implementation, monitoring and evaluation, and financial management
- Demonstrate strong interpersonal, communications and organizational skills, and ability to work cooperatively with diverse groups to set and achieve goals, resolve conflicts, and make decisions
- 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; gender or equity studies; government or public relations; 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 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.