



**OPPORTUNITY POSTING**  
**OCIC Community Information Officer**

<b>Term:</b> 8-week contract	<b>Deadline:</b> May 6, 2026 at 1:00pm ET
<b>Position type:</b> Paid Internship at \$20.00/hr	<b>Interviews:</b> May 19-22, 2026
<b>Location:</b> Toronto, ON (working virtually)	<b>Beginning:</b> June 10, 2026

**Background:**

The Ontario Council for International Cooperation (OCIC) 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.

Reporting to the Communications & Content Specialist, the **Community Information Officer** will work closely with OCIC staff, members and key partners to produce new content and engage with diverse actors, including youth, within the international cooperation sector in Ontario. This position is for an existing vacancy.

**Position Description:**

**Scope of Work:**

This role will support OCIC with developing new and compelling communications content, ensuring website content is up-to-date, supporting relationships with key members and partners, 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**

- Researching and piloting innovative ways to share opportunities using AI tools to optimize routine tasks
- Updating and optimizing the OCIC website (WordPress)
- Supporting OCIC in developing new video content to be shared across digital platforms

### **Client Services & Collaboration**

- Supporting the review and selection of applications for the 2026/2027 cohort of OCIC's Youth Policy-Maker's Hub (YPH);
- Membership relationship development, including 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
- Helping to manage and build strong relationships with partners, including members

### **Organizational Skills**

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

### **Teamwork**

- Participating in meetings and workshops related to communications activities
- Networking, liaising and developing relationships with diverse stakeholders including: youth, feminists, Indigenous, diaspora and disability inclusion groups, organizations and individuals
- Responding to general inquiries

### **Leadership**

- Ensuring the Sustainable Development Goals (SDGs) 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:

- Creativity, be 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 gender equality, 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 to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with Ontario legislation and regulations

**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 OCC 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 Council's 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.

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

**Please complete OCIC's application form and attach your cover letter and CV [here](#) by no later than 1:00pm ET, May 6, 2026.** Interviews will be conducted online via Zoom May 19-22, 2026.

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