



OPPORTUNITY POSTING
OCIC Special Events Coordinator

Term: 8-week contract	Deadline: May 6, 2026 at 1:00pm ET
Position type: Paid Internship at \$20.00/hr	Interviews: May 19-22, 2026
Location: Toronto, ON (working virtually)	Beginning: 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 Community Engagement & Gender Equality Specialist, the **Special Events Coordinator** (YPH), will support OCIC with coordination of our Youth Policy-Makers Hub, ensuring broad-based participation of members and inclusion of a diversity of voices, using an intersectional approach. This position is for an existing vacancy.

Position Description:

Scope of Work:

This role will work closely with the Community Engagement & Gender Equality Specialist & other members of the OCIC team to outreach to and engage with 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. Responsibilities will include:

Client Service & Collaboration

- Assisting in facilitating broad-based participation of members in OCIC's programs
- Liaising with members and helping to develop a broad-reaching circulation plan for OCIC's Youth Policy-Maker's Hub (YPH)
- Assisting with planning, coordinating and implementing a process to select the 2026/2027 cohort of OCIC's YPH
- Supporting the review and selection of applications for the 2026/2027 cohort of OCIC's Youth Policy-Maker's Hub (YPH)
- Actively participating in planning meetings and providing input towards the development of public engagement activities

Communications

- Providing logistical and outreach support to maximize reach of the YPH, including helping to coordinate meetings, and preparing and circulating meeting minutes, as needed

Digital Skills

- Encouraging engagement in the YPH through OCIC's Slack channel and other online platforms
- Researching innovative ways to include relevant AI tools and resources into OCIC's public engagement activities

Teamwork

- Providing logistical and administrative support in planning upcoming activities that will maximize engagement of the international cooperation sector and other key actors in Council events
- Participating in staff meetings and organizational planning meetings
- Responding to general inquiries

Leadership

- Ensuring the Sustainable Development Goals (SDGs), 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:

- Understanding of, passion for and experience supporting youth engagement
- 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 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 if you require any accommodations during the application process.