



OPPORTUNITY POSTING

OCIC Membership & Administration Coordinator

Term: Permanent FT (37.5 hours/week)	Deadline: June 29, 2022 11:00 am EDT
Position type: Employment	Interviews: July 6-8, 2022
Starting Salary Range: \$50,000-\$53,000 + RSP and health benefits	Position Level: Entry Level
Location: This is a remote position with periodic face-to-face meetings and events, and administrative responsibilities in Toronto. Preference will be given to candidates in the GTA.	Beginning: August 2022

Context

OCIC is an expanding community of Ontarians working for global social justice, human dignity and participation for all. We have been in operation since 1988 and currently serve a network of more than 100 organizations, networks, institutions and individuals engaged in international cooperation, global social justice and solidarity efforts.

We work strategically to:

- **strengthen capacity**, supporting our members in being leaders of good development, adapting to change, and developing innovative solutions to global poverty challenges;
- **increase multi-sectoral dialogue**, bringing together sectoral leaders and practitioners, issue-specific experts, advocates, academics, funders and private sector actors to better understand and leverage perspectives, expertise and resources; and
- **influence and inspire**, providing communications platforms to amplify the voice of our members, and to influence and inspire key decision makers and the public.

In our current programs, OCIC facilitates and engages our members and other Ontario-based stakeholders to develop capacity to deliver innovative, inclusive programming that advances gender equality in support of Canada's Feminist International Assistance Policy (FIAP) action areas and the United Nations Sustainable Development Goals (SDGs).

Position Description

Reporting to the Director of Operations, the **Membership & Administration Coordinator** will work closely with the OCIC management team and staff, Board Directors, volunteers and members on the following aspects of OCIC's work:

Member Relations

- Encouraging and facilitating broad-based and meaningful participation of members in the work of the Council
- Supporting the increased visibility of OCIC member and Council efforts on key global issues, including Canada's Feminist International Assistance Policy (FIAP) action areas, the Sustainable Development Goals (SDGs) and Agenda 2030
- Preparing membership-related resources, communications materials, reports, website content, documents, surveys and summaries of survey results
- Reviewing and processing new membership applications and supporting the Board approval process
- Coordinating membership renewal and development processes, including preparing renewal packages, receiving and processing renewals, and supporting Board Directors in annual member outreach
- Maintaining member databases, files, list-serves and mailing lists

Administrative & Logistical Support

- Preparing EFT and e-transfer requests for payment, credit card reconciliations, and other financial items for processing by OCIC's Accountant and management
- Processing mail and completing bank deposits
- Liaising with IT support to help staff troubleshoot computer/IT/website issues and to ensure IT security, as assigned
- Supporting the streamlining and implementation of administrative processes and procedures
- Liaising with suppliers and helping to coordinate accommodation, food and materials for OCIC and Spur Change capacity building workshops, OCIC Hubs, IDW and other programs and activities, as requested, in accordance with ethical operational practices and policies
- Providing support to online and in-person programs, including registration and meeting/room set-up, tech and security support, managing virtual polling in AGMs and other meetings
- Other duties, as assigned

Fund Diversification

- Supporting OCIC management and the OCIC Finance and Sustainability Committee in implementing fund diversification and sustainability plans, including researching potential funding opportunities to enhance and further Council programs and strategic objectives
- Preparing funding proposals in collaboration with relevant OCIC staff or Board Directors, as assigned

Monitoring, Evaluation and Learning

- Supporting staff in capturing quantitative and qualitative data on OCIC programs and activities on an ongoing basis using event registration software, participant lists, attendance sheets, activity specific evaluation forms and surveys
- Documenting and reporting good practices and lessons learned related to responsibilities within the Coordinator role, on a quarterly basis
- Drafting membership surveys to align with the Councils' reporting requirements, and gathering feedback received for annual reporting and strategic planning
- Providing membership-related content for annual and other reports

Organizational Development and Support

- Complying with all OCIC policies, procedures and codes of conduct
- Actively participating in staff, governance and member meetings, as appropriate
- Supporting the recruitment and orientation of interns, lead volunteers, staff and consultants, as requested
- Representing OCIC at events or external meetings, as requested
- Responding to telephone and email inquiries
- Other duties, as assigned

OCIC's 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. Our work is guided by ideals about anti-oppression, human rights, international cooperation, and the appropriate meeting of human needs articulated in a multitude of places by multilateral bodies, states, and civil society groups. 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, as outlined in OCIC's "Agenda for Change"
- 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

Desired Experience, Skills & Qualifications

The ideal candidate will have:

- 2-3 years recent and related experience providing administrative and logistical support for programs, events and meetings
- Experience working in member services or with a membership-based organization
- Experience supporting financial procedures and systems; excellent numeracy skills
- Experience researching and preparing funding proposals and reports for government and other funders

- Demonstrated interest in international cooperation, humanitarian and public engagement work, and relevant post-secondary education or equivalent experience
- Commitment to working within an anti-oppressive and anti-racist framework
- Capacity to work well from home and in a small team office environment
- Knowledge of and/or experience working in the non-profit sector, in small or medium-sized organizations (SMOs) (desirable)
- Clear, engaging and effective oral and written communications skills, including the ability to speak publicly and help facilitate activities with diverse audiences
- Dynamic team player with a ready sense of humour, care and compassion for others
- Detail oriented, with demonstrated capacity to take ownership of work and to meet concurrent deadlines
- Good judgment, diplomacy and the ability to problem-solve
- Demonstrated cross-cultural awareness and competency
- PC proficiency with MS Office
- Understanding of and experience with Results-based Management (desirable)

Working Remotely

All OCIC staff are currently working from home. The successful candidate must have access to a stable high-speed internet connection and must be able to work virtually. Modest compensation will be offered for use of one's own internet while working for OCIC.

To apply

Please complete OCIC's application form and attach your cover letter, CV and three professional references [here](#) by no later than June 29, 2022 at 11:00 am EDT. First interviews will be conducted online via Zoom July 6-8, 2022. Final candidates will be required to provide a recent, relevant writing sample.

OCIC is committed to anti-racism, anti-oppression and the prevention of sexual exploitation, abuse and harassment. 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.

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 ability, age, class, gender, race and sexual orientation.

Please contact info@ocic.on.ca if you require any accommodations during the application process.