

## PROVINCIAL COORDINATOR

<b>Duration:</b> 6 months (January-June, 2015 with possibility of renewal)	<b>Deadline:</b> December 15, 2014 4:00 pm AST
<b>Hours:</b> 15 hours per month, flexible	<b>Rate:</b> \$16/ hour
<b>Start:</b> January 7, 2015	<b>Location:</b> NL (1 position) and PEI (1 position)

### Background:

The Atlantic Council for International Cooperation (ACIC) is a coalition of individuals, organizations, and institutions working in the Atlantic region, which are committed to achieving global sustainability in a peaceful and healthy environment, with social justice, human dignity, and participation for all. For more information, please refer to our website at [www.acic-caci.org](http://www.acic-caci.org).

ACIC is seeking Provincial Coordinators to further engage with provinces that currently do not have ACIC staff members to provide additional supports to help facilitate on-going ACIC activities. As such, Provincial Coordinators will work closely with ACIC staff, youth volunteers, provincial members and other stakeholders in the planning, coordination and delivery of networking and capacity-building events, public engagement programming, and knowledge-sharing.

The ideal candidate will have an excellent knowledge of the local development cooperation community and related stakeholders, strong communications skills, an ability to build positive relationships, experience engaging the public on international development issues, and strong organizational and networking skills. S/he must be able to work independently, demonstrate progress on deliverables and motivate others to participate.

### Scope of Work:

Primary responsibilities include:

- Build and grow relationships with and among existing provincial ACIC members and partners
- Assist in identifying and approaching potential new members and developing relationships with strategic partners;
- Encourage and facilitate broad-based participation in ACIC's public engagement activities, including annual Move Your World youth conference <http://www.acic-caci.org/our-work/move-your-world.html>, Global Youth Leaders Tour <http://www.acic-caci.org/our-work/global-youth-leaders-tour.html>, ACT 4 Global Change [www.act4globalchange.ca](http://www.act4globalchange.ca) and International Development Week (IDW) activities;
- Organize regular networking opportunities, such as breakfast meetings, lunch and learns, 'Member Mingles' or 'Development Drinks';
- Provide logistical support for ACIC-supported capacity-building activities;
- Organize a provincial public event during International Development Week (annually, during the first week of February) highlighting the work of ACIC members.

Provincial Coordinators will also be required to:

- Ensure activities are completed according to the intended outcomes, budget and timelines established;
- Submit brief reports on activities, including documentation of good practices and lessons learned

**Application Details:**

Please submit your resume, cover letter, the names and contact information of three references and where you heard about the job posting, in ONE document, by e-mail to [hiring@acic-caci.org](mailto: hiring@acic-caci.org) by 4:00 pm AST on December 15<sup>th</sup>, 2014. Please ensure that you indicate the position title in your subject line. Thank you for applying. Only short-listed candidates will be contacted to arrange for an interview.

*As an equity seeking organization, ACIC 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.*