



210-2099 Gottingen St., Halifax, NS B3K 3B2 (902) 431-2311 www.acic-caci.org

Position: Program Associate, Atlantic Council for International Cooperation

Location: Remote and/ or 2099 Gottingen St., Halifax, NS

Remuneration: \$16/hour, 35 hours a week

Application deadline: Thursday, May 19, 2022 (11:59 p.m. AST)

Start time: June 6 for 8 weeks

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. ACIC supports its members in international cooperation and education through collective leadership, networking, information, training, and coordination, and represents their interests when dealing with government and others.

ACIC also takes a leadership role in engaging Atlantic Canadians around issues relating to international development, global sustainability, and social justice. Through our public engagement work, ACIC strives to give Atlantic Canadians the knowledge, skills, and tools necessary to become active global citizens. We currently have over 70 members, including national organizations and grassroots organizations from across the Atlantic Provinces. www.acic-caci.org.

ACIC is currently seeking a Program Associate to support [ACIC youth programs](#). The Program Associate will work with ACIC staff to develop, implement, and highlight ACIC youth programs. This will include the planning, coordination, and overall delivery of a variety of engaging, youth-driven events, programs, and activities.

This position is a great opportunity for someone to gain experience working with a non-profit organization in Atlantic Canada and to learn more about the international cooperation sector in Atlantic Canada.

Tasks and Responsibilities:

The Program Associate will work with ACIC staff responsible for the areas of programming and communications and will:

- Provide logistical, training, and administrative support to ACIC's programs, which may include but is not limited to ACIC youth programs and projects, training and public engagement activities, and membership and stakeholder relations.
- Assist with program promotion, recruitment, and outreach activities to diverse audiences, including newcomer, Indigenous, and visible minority youth.
- Work with programs staff to develop and deliver trainings and workshops to ACIC members and/or youth audience.
- Develop resource materials related to ACIC's mandate, programs and objectives (compile resources, information, and activities).

- Support maintenance of social media presence across Twitter, Facebook, Instagram, and LinkedIn.
- Support ACIC's commitment to ensuring youth programs are equitable, accessible and free of barriers for youth
- Assist with marketing, communications, and public engagement activities.
- Other activities as required.

Qualifications:

- Experience organizing logistics for workshops, conferences, and other events
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently, as well as evenings and weekends at times
- Experience using social media and web platforms (e.g., Twitter, Facebook, Instagram, LinkedIn, Eventbrite, etc.) as asset
- Experience creating promotional materials with Canva or other platforms an asset
- Knowledge of and interest in non-government organizations (NGO), international development, youth engagement, and community groups in the Atlantic
- Experience conducting interviews and facilitating workshops
- Passion for engaging in programs that center youth voices
- Commitment to centering equity, accessibility, and social justice in program development and implementation
- Knowledge of an additional language, other than English, as an asset

Eligibility:

- Be between 15 and 30 years of age at the beginning of the employment period
- 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 the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please submit your resume, cover letter, and where you heard about the posting (in one merged document), by e-mail to hiring@acic-caci.org. **Please also ensure that you indicate the job title in your subject line.**

Application deadline: Thursday, May 19, 2022 (11:59 p.m. AST)

Thank you for applying. Only short-listed candidates will be contacted to arrange for an interview.

ACIC is an equal opportunity employer and is committed to hiring individuals who reflect the diversity of communities in Atlantic Canada. As such, we strongly encourage people with Indigenous ancestry and members of BIPOC communities to apply. Be sure to self-identify.