



## **Job Posting: Bilingual National Program Officer (French/English)**

### **Who we are**

Powered by a passionate and committed national network, the Institute for Canadian Citizenship (ICC) delivers programs and special projects that inspire Canadians to be inclusive, create opportunities to connect, and encourage active citizenship. In partnership with community volunteers and iconic cultural institutions, the ICC celebrates new Canadian citizens at more than 75 community citizenship ceremonies each year, anchored by ICC's signature roundtable discussions facilitated by community leaders. The Cultural Access Pass is unique in the world, offering new citizens free access to more than 1,400 cultural attractions during their first year of citizenship. Ideas and Insights is a leading source of research on citizenship and inclusion: social, cultural, political and economic. 6 Degrees extends the reach of the ICC's work through a global public platform that explores inclusion and citizenship in the 21st century. The ICC is a national charity co-founded by the Right Honourable Adrienne Clarkson and John Ralston Saul.

### **Job summary**

The Institute for Canadian Citizenship (ICC) is seeking a Bilingual National Program Officer to join the energetic, dynamic and supportive Building Citizenship team. This position is ideal for you if you excel at seeing the big picture while fanatically paying attention to detail, love to travel and want to create meaningful moments for Canada's newest citizens. Join an empowered, collaborative team that takes ownership of processes and outcomes, individually and collectively.

### **Reporting Structure**

This position reports to the Director, Building Citizenship. There are no direct reports to this role.

### **Job Status and Location**

This is a full-time permanent role based out of our downtown Toronto office. Frequent travel within Canada is required –20 - 25 trips per year.

### **Accountabilities**

- Plan and execute 15-20 ICC citizenship ceremonies each year: determine vision, marshal resources, coordinate all details, manage day-of logistics and ensure timely and accurate follow-up
- Support the planning and execution of additional ceremonies as needed
- Manage relationships with governmental partners as well as a network of venue partners and additional ceremony participants

- Identify and secure high-value suppliers to provide services like catering, A/V, equipment, etc. and negotiate favorable prices and terms
- Identify speakers and additional participants in ceremonies
- Streamline and improve all internal processes to increase efficiency and quality, in consultation with the team
- Comply with all internal record-keeping and reporting processes for booking travel and incurring expenses
- Take on special projects or assignments

#### **Essential Requirements and Qualifications**

- Fully bilingual - Excellent spoken and written English and French
- University or College degree/diploma
- Superb interpersonal and communication skills
- Resourcefulness, persistence and initiative
- Experience in event planning
- Experience in partner management
- Experience in project management
- Proficiency with Microsoft Office
- Proficiency with social media
- Availability for travel within Canada

#### **Added qualifications that would be an asset**

- Non-profit experience
- Business experience
- Hospitality industry training or experience
- Design experience
- Event production experience
- International experience
- Extensive travel experience
- Communications/media experience
- Experience with Salesforce

#### **Application Process:**

Please submit a cover letter and resumé to Amy Matchen at [amatchen@icc-icc.ca](mailto:amatchen@icc-icc.ca) before Feb 25.

**We thank all candidates for their interest but only those selected for interviews will be contacted.**

ICC is an equal opportunity employer committed to developing inclusive, barrier-free recruitment and selection processes, and work environments that support a diverse workforce. If you require accommodation measures during any aspect of the recruitment process, we will work with you to address your needs. Information related to accommodation measures will be treated as confidential.