

International Adviser, Provincial Council

Position Description

Updated August 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To support, promote, and coordinate international education, activities, travel, and programming, including international and interprovincial travel opportunities for girl and adult Members.

ACCOUNTABILITY

Provincial Council, through the Provincial Girl Engagement Coordinator

RESPONSIBILITIES

- Where applicable in a provincial jurisdiction, is Chair of the Provincial International Sub-Committee;
- As Chair of the Provincial International Sub-Committee:
 - Recruits, orients, and mentors members of the International Sub-Committee;
 - Fosters a cooperative, collaborative, and supportive environment with sub-committee members;
 - Ensures that the sub-committee meets on a regular basis and a record of all meetings is maintained;
 - Prepares and monitors the budget for the sub-committee; and,
 - Identifies any personal learning needs that will enhance performance as the Chair of the International Sub-Committee.
- As a member of the Girl Engagement Committee participates in developing strong collaborative relationships amongst the International, Camping, and Program sub committees and with the Elected Member-Youth;
- Ensures that planned activities are aligned with GGC's Strategic Priorities and meet learning objectives articulated for the event;
- Maintains current knowledge of GGC, and Branch programming, with emphasis on inclusion of international initiatives, activities, and program content and promotes and supports the inclusion of international content in program deliver;
- Mentors and offers practical support to Guiders participating in international and interprovincial trips and/or events;
- Coordinates the planning for specialty activities, such as provincially sponsored trips or other activities and/or events that are international and ensures that girls and Guiders selected for nationally and provincially sponsored trips are prepared for travel;
- As required, liaises with the Safe Guide Adviser and/or Assessor on International trip assessments;
- As directed by Provincial Council, oversees the finances for provincially sponsored trips in accordance with National Fundraising Policy and Guidelines;
- Contributes to the advancement and understanding of GGC international programming within the Provincial Council jurisdiction and provides support and guidance to groups/Guiders planning independent group travel;



- Promotes WAGGGS' activities, programs, publications, events and the Canadian World Friendship Fund;
- Through trainings and special events, promotes awareness of global issues impacting girls and women;
- Liaises with, consults, and fosters resources exchange with other Provincial International Advisers across the country;
- Reviews and evaluates all international ideas and suggestions originating from the membership for consideration of provincial implementation;
- Publicizes international and interprovincial opportunities for girl and adult Members and contributes to the creation and publication of articles/newsletters, social media, and other messaging on GGC international opportunities and other global Guiding matters by utilizing a variety of provincial media; and,
- Other duties as assigned by Provincial Council.

QUALIFICATIONS

- Knowledge of programming for all Branches;
- A commitment to and passion for GGC;
- Ability to work with a team and to chair meetings;
- Ability to exercise critical, analytical, and decision focused skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources;
- Ability to source and develop resource materials for and plan events with an international focus;
- Knowledge and awareness of and experience with WAGGGS' organization, resources, and initiatives; and,
- Experience in planning and/or participation in GGC international and/or interprovincial travel is an asset.

TERM

- Three (3) years

