



United Nations Association in Canada
Association canadienne pour les Nations Unies

JUNIOR PROJECT OFFICER

Active Citizens Social Enterprise

Start Date: August 2017 | Duration: 1 year, with possibility of extension
Category: Contract Position (4 days/week) | Location: UNA-Canada National Office, Ottawa,
ON

GENERAL OVERVIEW

The United Nations Association in Canada (UNA-Canada) is an historic national charitable organization with the mandate of educating and engaging Canadians in the work of the United Nations (UN) and the critical global issues that affect us both in Canada and internationally. Established in 1946, we are committed to growing global citizens who embrace the principles of the UN in order to build a stronger, more outward-looking Canada. As the leading policy voice on multilateralism in Canada, UNA-Canada holds the elected Vice-Chair of the World Federation of United Nations Association representing global civil society.

POSITION DESCRIPTION

Reporting to Senior Director (SD), Programmes & Innovation and Project Officer (PO), Climate Change, Global Goals and Model Assemblies, the primary responsibility of the Junior Project Officer (JPO) is the substantive development (format and content), operations (logistics, event planning, recruiting and training), and communications (marketing, recruitment and reporting) for the following signature programme: Active Citizens Social Enterprise. The JPO will also have the opportunity to assist with other relevant programmes.

ABOUT THE PROGRAMME

Launched in communities across the country in 2016 and in partnership with British Council Canada, the Active Citizens Social Enterprise (ACSE) programme is a social leadership training programme developed by the British Council, which promotes intercultural dialogue and community led social-development through a social enterprise lens. ACSE training helps participants to become more self-aware and confident as leaders, strengthen their capacity to communicate, and build strong relationships with others. It has been implemented in 46 countries worldwide, working with more than 525 partnering organisations, with over 6, 232 social actions projects launched and more than 155,000 Active Citizens trained.

JOB RESPONSIBILITIES

The Junior Project Officer is responsible for:

- Helping manage and effectively execute the previously mentioned signature programme;
- Managing key partnerships and relationships, including government, foundations, corporate, diplomatic community, UN officials, and organization members;
- Coordinating project meetings to review the team's progress and to discuss future tasks to ensure timely delivery;
- Log, manage and analyse programme's progress;
- Support SD and PO in developing and tailoring training material;
- Studying and identifying requests for proposals (RFPs) and attend strategy meeting for fundraising;

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- Develop format and informal project proposals aligned with the organization's mandate and the Sustainable Development Goals;
- Providing administration and coordination support to SD and PO;
- Overseeing coordination of Youth Innovation Summit;
- Booking and coordinating travel, accommodation, training venues for the team and staff;
- Maintaining and developing contact lists and team documents;
- Assisting in monitoring and evaluation of programmes;

REQUIRED QUALIFICATIONS

- Canadian citizen or Canadian permanent resident;
- Completed Bachelor's degree;
- Fluency in French;
- Experience in the sustainability and social enterprise fields;
- Demonstrated experience in fundraising, marketing and promotions.
- Strong leadership, communication, diplomacy, analytical, problem-solving and negotiation skills;
- Superior interpersonal skills and feel at ease networking at the mid to senior level with government, private sector, diplomatic community, civil society, and academia;
- Ability to work independently and collaboratively with excellent judgment;
- Experience in the public, private or non-profit sectors with event planning and coordination;
- Demonstrated knowledge and interest in the United Nations, global governance, diplomacy and international relations; and
- Proven ability to work in dynamic and challenging environments.

ASSETS

- Knowledge of the UN system and the SDGs;
- Knowledge of and interest in youth education and engagement;

EMPLOYMENT EQUITY

At UNA-Canada we are committed to building a network of employees that reflects and harnesses Canada's diversity. We do not discriminate on the basis of gender, race, ethnicity, religion, sexual orientation, political affiliation, etc. Our recruitment selections and requirements are decided on the basis of merit. At UNA-Canada we seek to foster a workplace that encourages acceptance, diversity, and that promotes equity.

TO APPLY

Interested candidates should submit a résumé and one page cover letter to the attention of Adil Skalli no later than **July 26, 2017**. Please send your applications electronically to adil.skalli@unac.org

Applications will be reviewed on a rolling basis. Therefore, candidates are encouraged to submit applications as soon as possible.

Only successful candidates will be contacted. Due to the high volume of resumes we receive, we cannot guarantee consideration of your application if the submission instructions are not properly followed.