



United Nations Association in Canada
Association canadienne pour les Nations Unies

Regional Coordinator— Temporary, Contractor

Green Spaces

Locations: Halifax, Quebec City, Northern Territories, Vancouver

Length of Assignment: One-year part-time, contract position (8-12 hrs/week) with possibility of renewal

Start Date: As soon as possible

Canada Green Corps

Locations: Halifax, Quebec City, Northern Territories

Length of Assignment: Ending March 15th, 2019, contract position (8-12 hrs/week)

Start Date: As soon as possible

About UNA-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 Chair of the World Federation of UNAs representing global civil society.

Green Spaces

Green Spaces is UNA-Canada's new innovative youth employment programme designed to provide talented Canadian students (aged 15-30) with engaging work opportunities with a focus on environmental sustainability. Green Spaces participants will undertake 8-16-week work-integrated learning placements with various companies, governments, associations, universities and civil society organizations across Canada.

Canada Green Corps

Canada Green Corps is UNA-Canada's innovative youth employment programme designed to bridge talented, yet un-and-underemployed, Canadian youth to meaningful employment to ignite Canada's green economy. Programme participants will undertake six-month work-integrated learning placements with various companies, governments, associations, universities and civil society organizations across Canada. A significant focus of the Programme is reducing carbon emissions in the partner organizations and communities where Programme participants are working, but also to engage and share innovative carbon reduction best practices with the community through presentations and speaking engagements.



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General Responsibilities

UNA-Canada is looking for a dynamic Regional Coordinator for each identified city, with strong writing, interpersonal, project management, administrative, and communication skills, with experience in multi-sectoral and multi-stakeholder collaborations.

The Regional Coordinator is primarily responsible for identifying and securing agreements with various partner organizations to host Green Spaces and Canada Green Corps participants for work-integrated learning placements. They will be integral to the operational, and communications support in the development and execution of the programmes at the regional level. This includes, but is not limited to: (a) liaising with existing partners, (b) reaching out to new partner organizations and (c) securing placements as required. The Regional Coordinator will also facilitate/lead Innovation Team sessions online, and assist participants in their Community Engagement Activities.

Key Responsibilities:

- Identify and secure placements as required, based on funding availability (~20% of time);
 - Working with an administrative/filing system to handle all existing and new files
 - Meeting with existing, new, and potential partners (cold-calling, networking, etc.)
- Work closely with Project Officers (POs) to recruit, train and support participants (~15% of time);
 - Acting as a mentor to support them through their transition in the job market and handling any reasonable issues that may arise between them and the respective partner organization
 - Coaching and engaging with participants for the various elements of the Programme with the hope of increasing their employability
- Keep track of and report on participant and employer files, statistics, and procedures through Outlook, Excel, and Keela (project management software) with care, ensuring all personal and confidential information is handled securely (~25% of time);
- Review first month and final reports submitted by both participants and host organizations and regularly report to the Director and Programme Manager on progress and challenges (~10% of time);
- Promote programme activities through social media platforms, including social media accounts such as Twitter, Facebook and Instagram (~10% of time);
- Attend Community Engagement Activities, meetings, and/or presentations hosted by participants to ensure maximum outreach and promotion (~10% of time)



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- Attend and/or lead, record minutes, and report all activities of the participant Innovation Teams to the Project Manager
- Other duties as required, which may include, but are not limited to: (~10% of time)
 - Develop and manage hand-over guide;
 - Track dates and hours worked;
 - Carry out other duties as assigned by the Director and Programme Manager in support of UNAC

Mandatory Skills:

- Exceptional interpersonal skills and administrative, organizational and operational project work;
- Strong attention to detail and ability to prioritize competing tasks to meet tight deadlines;
- Ability to work as a member of a team;
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, and Outlook);
- Fluency in English required - French is an asset (*French is required for Quebec City*).

Qualifications and Experience:

- Possess or be currently pursuing a college/university degree in relevant field of study in Public Administration, Education, Political Science, Business, Communications, Environmental Science or related field;
- Proven facilitation, project management and excellent leadership skills;
- Ability to work independently as well as collaboratively;
- Experience working with youth (aged 15-30) in schools, NGOs, government, and in the private sector;
- Comfortable working remotely with Ottawa-based Project Officers;
- Have interest in, and knowledge of programme management and coordinating individuals' files and progress;
- Having 1-2 years of related experience in the above activities is considered a strong asset.

Diversity in Employment

UNA-Canada is 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, empathy, and diversity. Accommodations are available on request for candidates taking part in all aspects of the selection process.



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Application Details

Interested candidates should submit a résumé and one page cover letter to the attention of Programme Manager, Victoria Woodhouse, at victoria.woodhouse@unac.org no later than **Tuesday, September 11th, 2018 at 11:59pm (EDT)**.

In the subject line of the email, please write “RC – City Name – Programme(s)—*First Name, Last Name*” We ask that no calls be made regarding the position.

Due to the high volume of applications received, only shortlisted candidates selected for an interview will be contacted. As a friendly reminder, please ensure that all submission instructions are followed correctly.

Thank you,
UNA-Canada