



**United Nations Association in Canada**  
**Association canadienne pour les Nations Unies**

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**Job Description**

<b>Title:</b>	Project Officer
<b>Programme:</b>	Empathy-based learning and Model Assemblies
<b>Location:</b>	Ottawa, ON
<b>Length of Assignment:</b>	12 months (subject to renewal)
<b>Start Date:</b>	May 14 <sup>th</sup> , 2018

**About UNA-Canada**

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, UNA-Canada is committed to *growing global citizens* who embrace the principles of the United Nations toward bringing promising practices to Canada and made-in-Canada solutions to the global commons. 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.

**About the position**

The Project Officer is responsible for the substantive *development* (of topics, format, content), *operations* (logistics, event planning, recruiting and training volunteer staff), *communications* (marketing, recruitment, reporting) and *fundraising* (partnership, stewardship, in-kind and financial) for UNA-Canada's prestigious empathy-based learning initiatives and Model Assemblies including Canadian International Model United Nations (CANIMUN), The New Diplomacy of Natural Resources, and existent and new High School Model UN initiatives.

**TASKS & RESPONSIBILITIES:**

- Develop, plan, organize, implement, monitor and evaluate empathy-based learning initiatives and Model UNs;
- Develop sustainable resources for hall mark initiatives;
- Innovate and develop outreach and programmatic enhancements – especially integrating the SDGs, the green economy, GBA+ and TRC;
- Research, plan and implement marketing to schools, delegates, sponsors and VIPs;
- Recruit and support volunteer leaders (“staff”) participants/delegates and SME;
- Identify and secure special speakers and subject matter experts for the events and manage VIP arrangements;
- Develop, research and format content and topics for research guides, handbooks, rules of procedures and other materials;



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- Coordinate event logistics and operations;
- Ensure the development and maintenance of websites, listservs and social media – for high caliber and freshness of content, accessibility and quality assurance;
- Develop budgets for the programmes and projects including record keeping of all expenses and receipts in accordance with the Chief Financial Officer for compilation of the expense reports for each event;
- Identify, develop, research, relationship stewardship and outreach, including securing sponsorships for all projects. Liaise with Development team on stewardship strategies to ensure funding approvals;
- Liaise and manage relationships with partners from government, the private sector, foundations, universities, VIPs and participants;
- Ensure the quality of programmes and projects through development and implementation of results-based evaluation process;
- Develop and maintain a data base of programme alumni;
- Ensure high level learning opportunities for “staff”;
- Recruit, train, coordinate and appreciate volunteers;
- Prepare follow-up reports, thank you notes to funders, subject matter experts, staff and other partners after each event and develop disciplined close-out reports;
- Report regularly to the Senior Director of Programmes and Innovation on progress and challenges; and
- Other duties as occasionally assigned by senior management.

#### **Mandatory Requirements:**

- University degree in Public Administration, Education, International Relations; Political Science, Communications, or related field;
- Model UN or other high level simulation experience;
- Ability to liaise with officials in government, academia, private sector and individual teachers;
- Exceptional skills in administrative, organizational and operational project work;
- Strong interpersonal skills;
- Strong attention to detail and ability to prioritize competing tasks to meet tight deadlines;
- Ability to work as a member of a team;
- Experience and strong working knowledge of Microsoft computer software (e.g. Excel, Word, and Outlook), and good working knowledge of WordPress/WIX and social media platforms (e.g. Twitter, Facebook, Instagram);
- Fluency in English.



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**Additional assets:**

- Project management experience;
- Fluency in French is an important asset;
- Familiarity with the UN structure, government of Canada;
- Interest in and knowledge of national and global affairs.

**Relevant Qualifications and Experience:**

- Experience with Project management/coordination, certification or courses taken will be an asset;
- Communication and marketing experience;
- Coaching, teaching and facilitating or mentoring youth;
- Exceptional research, writing and editing skills in a fast-paced professional and/or business development environment;
- Demonstrated logistical management experience;
- Demonstrated skills and experience in recruitment, interviewing and candidate assessment practices;
- Proven skills in the formulation of briefings, debriefing and training workshops
- A results-oriented approach to project implementation, with the ability to take responsibility and necessary directions as needed.

**Equal Opportunity Employer**

UNA-Canada is an equal opportunity employer seeking to maintain a team reflecting Canada's full diversity.

**Application Details**

Interested candidates should send a résumé and one-page cover letter to the attention of [sarah.kambites@unac.org](mailto:sarah.kambites@unac.org) no later than **May 18, 2018**. Due to the high volume of applications, UNA-Canada will only contact shortlisted candidates selected for an interview. UNA-Canada will not accept phone calls regarding this position.