



United Nations Association in Canada

Association canadienne pour les Nations Unies

Growing Global Citizens § Citoyens du monde à venir

Job Description

Title:	Project Officer
Programme:	Youth Navigate the Truth & Reconciliation Calls to Action
Location:	Ottawa, ON
Length of Assignment:	10 months
Start Date:	May 21 st , 2018

About UNA-Canada

The United Nations Association in Canada (UNA-Canada) is an historic national charity 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. UNA-Canada brings promising global 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

Youth Navigate the Truth & Reconciliation Calls to Action will engage youth 15-25 years of age in Montreal, Toronto and Vancouver to examine the *Truth and Reconciliation Calls to Action* (TRC) and the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP). The objective is to increase understanding of the evolving identity of Canada with the goal of harmonious diversity and inclusion.

UNA-Canada will work with a cross-section of partners, including Aboriginal communities, high schools, youth-serving agencies, community groups, regional municipalities and the Association's regional Branches to heighten youth understanding of the evolving identity of Canada and its peoples; appreciate the traditional role Aboriginal cultures, values and resilience that have preserved the land inherited by generations that have migrated to this country; and how through TR Calls to Action and through empathy-based learning approaches, participating youth can navigate together the future they want as Canadian citizens.

Tasks and Responsibilities

Reporting to the Senior Director, Programmes & Innovation the Project Officer will:

- With the guidance of the Senior Director, develop content for youth to understand the expected outcomes of the project;
- Assist with planning, developing, translating and designing project resources/content;
- Recruit Regional Coordinators for targeted cities;
- Facilitate interactive e-training and briefing sessions for Regional Coordinators (RCs), partners, and youth in targeted cities;
- Prepare briefing packages for schools, parents and community groups as needed;
- Supervise RCs work and ensure project is implemented as planned;
- Lead youth briefings, facilitation, and training to strengthen their capacity as front-line ambassadors/champions of the issues;
- Collaborate with identified partners to support Regional Coordinators to organize and deliver project activities at the regional level, including recruiting and briefing high school mentors, and participating youth, as well as planning project events;
- Develop monitoring and evaluation (M&E) tools for use during project implementation;
- Report regularly to the Senior Director on progress and challenges; and
- Carry out any other duties as requested by Senior Director to increase project effectiveness.

Qualifications and skills

The ideal Project Officer candidate will have:

- Post-secondary degree in relevant field of study: Aboriginal studies, political science, education, social justice, international affairs and/or community development;
- Proven facilitation, participatory research and team-building skills, with excellent leadership and volunteer management ability;
- Ability to work independently, yet contribute to a team, with exemplary conflict mitigation skills, and a collaborative work style;
- Good understanding of the not-for-profit organization operations;
- Experience working remotely with regional volunteers;
- Extensive knowledgeable of Canada's multicultural mosaic, with an appreciation of Aboriginal peoples' contribution to Canada and the country's role in the UN and global community;
- Knowledge of high school and post-secondary educational structures and general familiarity with students' learning pattern at these levels;
- Maturity and sensitivity to work with Aboriginal elders, senior management officials in educational institutions, municipal governments, and ethno-cultural communities;
- Experience with planning events, and ability to prepare a concise report on event outcomes;
- Proficiency in both French and English (**bilingual** - speaking, reading and writing);
- Excellent communication, and time management skills;
- Familiarity with graphic design to communicate and report on project data matrix; and
- Experience with using social media tools in the workplace to enhance project implementation.

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 no later than **May 15, 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.