



United Nations Association in Canada
Association canadienne pour les Nations Unies

COMMUNICATION AND RESEARCH VOLUNTEER

<u>Type of Position:</u>	Voluntary
<u>Language:</u>	English essential; French an asset
<u>Commitment:</u>	Minimum 3 months
<u>Location:</u>	National office

Communication and Research Volunteer

UNA – Canada’s mission is to educate and engage Canadians in the work of the UN and the critical international issues that affect us all. We believe that a strong and effective United Nations is essential if we are to secure a future based on equality, dignity and justice for all. UNA-Canada is dedicated to promoting constructive Canadian participation in the United Nations system and to *growing global citizens* in Canada who embrace the principles of the UN Charter.

Description

Reporting to the Development Officer, the Communication and Research Volunteer will conduct research and analysis for various development projects. They will receive, review and enter data into UNA – Canada’s databases in support of donor campaigns, fundraising events and communications initiatives.

The volunteer will have the opportunity to learn and provide assistance in the following pillars

- Research
- External Relations
- Administrative tasks
- Social media

Tasks/Responsibilities

- Assisting with research to identify potential sponsors, donors and event participants, including capture of information in the appropriate database
- Support development team on general administrative tasks, as needed
- Drafting social media posts, as needed

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Qualifications

- Work well independently, yet contribute as a team player and exhibit exemplary team-building skills;
- Knowledge of Microsoft Office
- Detail-oriented with excellent typing and computer skills
- Strong organisational skills
- Be knowledgeable about the UN and its work, as well as an appreciation of Canada's role in the UN and globally;
- Bring excellent communication and social interaction as well as time management skills.

General Terms

This research and communication position is voluntary and does not involve any type of financial remuneration by the United Nations Association in Canada (UNA-Canada). The position requires 15 – 20 hours per week with a minimum commitment of 3 months.

Intellectual Property Rights

All materials/reports and copies developed for UNA-Canada shall be the exclusive property of UNA-Canada free of all claims by *the intern* of any nature and kind whatsoever. As the owner of written materials/reports, UNA-Canada shall have total discretion as to the use made and distribution of these materials/reports. Copyright of all interim and final materials/reports shall reside with UNA-Canada. Credit for contribution may be given where appropriate.

Confidentiality Policy for Interns and Volunteers

Respecting the privacy of our clients, donors, members, staff, interns and volunteers of UNA-Canada itself is a basic value of UNA-Canada. Personal and financial information is confidential and should not be disclosed or discussed. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Volunteers may deal with or hear of information which is confidential and/or privileged and proprietary in nature to UNA-Canada. It is the policy of UNA-Canada that such information must be kept confidential both during and/or after the volunteer service. Volunteers are expected to return materials containing privileged or confidential information at the expiration of service.

Should you wish to be a volunteer at UNA-Canada and meet the requirements, please submit your letter of interest and resume to Nisha.gupta@unac.org. Only selected candidates will be contacted.

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