



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Development Officer, Employment Initiatives
Department:	Community Impact
Reports to:	Director, Community Initiatives

PURPOSE OF ASSIGNMENT

Reporting to the Director of Community Initiatives, the Development Officer will work closely with other staff to engage local organizations in our employment focused initiatives, from acquisition of new organizations to stewardship of existing ones. The Officer will support the development and execution of strategies related to employment for persons with disabilities, youth, and new Canadians.

This is an excellent opportunity for any professional who would like to work in a team environment, expand their project management and communication skills, and change lives across our region.

This work is in support of United Way's impact agenda in our community. As an impact United Way, we work to achieve measurable, lasting change for those who need it most. Through various employment initiatives, the community impact team convenes community partners in an opportunity to work together towards common goals while creating a coordinated access point for resources, information sharing, and advocacy.

RESPONSIBILITIES

- Conduct research and create profiles for potential and existing partners (including employers, community agencies, and other stakeholders);
- Coordinate reporting and meetings with key stakeholders;
- Identify opportunities to increase member engagement across the employment initiatives;
- Make recommendations based on findings to improve the stakeholder experience across the employment initiatives;
- Support the tracking and sharing of data (i.e. participation at events; hiring data);
- Support ongoing stakeholder relations, including updating membership information;
- Provide administrative support for committee meetings and special events as assigned;
- Attend United Way and initiative specific special events and other functions as required;
- Share and promote best practices.
- Other duties may be assigned.

TIME COMMITMENT

This assignment is a full-time one-year opportunity starting in May 2020 and includes professional training. The candidate must be available for the full duration of the placement.

QUALIFICATIONS

- Experience in HR, talent recruitment, and/or talent management would be a strong asset
- Ability to organize and manage a diverse range of assignments and projects with high efficiency yet thorough attention to detail and follow through
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement and instill a sense of excitement/pride in others.
- Strong organizational and time-management skills to balance multiple priorities and share and promote best practices.
- Excellent teamwork skills for working with a variety of individuals, (including senior managers) from diverse backgrounds and ideologies.
- High energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity.”
- Experience writing proposals and communication pieces.
- Relevant experience researching, identifying and qualifying prospects.
- Bilingualism would be a strong asset.
- Full access to a vehicle and valid driver’s license is preferred.
- Ability to communicate United Way East Ontario’s mandate, mission and corporate vision to donors and volunteers

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Increase knowledge of United Way East Ontario and social services sector
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way staff and volunteers

HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to jqsteil@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.

