



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Project Manager, Military Families
Department:	Regional Affairs
Reports to:	Regional Director, Renfrew County

PURPOSE OF ASSIGNMENT

Ontario is home to the highest percentage of military personnel and their families (40%). The Project Manager, Military Families will build awareness and understanding of the military journey (and its challenges) and enhance the capabilities of community partners to respond to and support military and veteran families in order to facilitate community integration and foster inclusion.

Military families live, learn, work and grow in our community, just like any other family and more military families are choosing to live off base, and have roles as caregivers. The Project Manager will work under the guidance of the Regional Director, Renfrew County to understand and recommend appropriate support to the two journeys of the military members and their family members.

RESPONSIBILITIES

- Study the career journey of military families – from recruitment, through to release, adapting to the challenges at each of these transition points e.g. absences, relocations, mental health etc.
- Utilize research to better understand the underlying reasons for the existence of poverty and homelessness in our rural areas.
- Research the social services landscape available to military families including community services, spousal employment (or unemployment), and creating new community connections.
- Analyze the accessibility of community resources by the Province of Ontario such as health care, education, and childcare etc.
- Establish the goals, timelines, and costs for two county wide projects to define the roles of United Way in supporting military families e.g. advocacy, investment, revenue development
- Engage a variety of stakeholders influencing their buy-in and contribution to the project.
- Oversee implementation and communication of the project.

TIME COMMITMENT

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

QUALIFICATIONS

- Demonstrated research and analytical skills
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement
- Excellent teamwork skills for working with a variety of individuals, from diverse backgrounds and ideologies
- Strong organizational and time-management skills to balance multiple priorities
- Excellent writing and communication skills
- Ability to use Microsoft Word and Excel
- Strong attention to detail
- Demonstrated ability to exercise judgment in solving complex problems
- Bilingualism an asset.

BENEFITS OF THIS ASSIGNMENT

- Contribute to United Way's work in helping individuals and families have a sense of belonging to their local community.
- An opportunity to work in community consultation and strategic planning
- Assisting in the workplace campaign planning process for the Department of National Defense
- Experience working in a dynamic community organization measuring change through outcomes.

HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to igsteil@unitedwayeo.ca. Please copy your manager in your submission.