



# ASSIGNMENT DESCRIPTION

## ROLE IDENTIFICATION

Volunteer Position:	Project Manager, Neighbourhood Social Equity Index
Department:	Community Impact
Reports to:	Director, Capacity Building

## PURPOSE OF ASSIGNMENT

The Project Manager undertakes Neighbourhood Social Equity Index (NEI) related research, project planning and necessary project coordination with Social Planning Council and other partners and undertaken the project on behalf of United Way East Ontario in the area of strong neighbourhoods strategies. This position is responsible for project development, identification of next steps in improving NEI and doing in-depth work from rural communities' perspective, and developing a 2020 work plan with a series of logical and manageable steps. This position works closely with the Director Capacity Building and the Manager Research and Evaluation.

## RESPONSIBILITIES

- Collect, organize all related information to develop the next phase of the Neighbourhood Social Equity Index.
- Collect, organize and analyze the work related to specific assessment of the rural areas.
- Develop a business case document to underline the use of the Neighbourhood Social Equity Index and potential benefits.
- Work with partners to introduce NEI to various stakeholders.
- Planning: developing a solid plan to guide the CI team, as well as keeping them on time and budget for the duration of the project. This will include identification of key partners (here in Ottawa) and organizations and individuals to rely on the Steering Group's guidance and support.
- Coordinate Steering Committee meetings.
- Organizing meetings with key stakeholders to consultations when required.
- Monitoring the tasks to prevent scope creep.

## TIME COMMITMENT

This assignment is a full-time opportunity for 6-12 months starting as soon as possible. This includes professional training.

## QUALIFICATIONS

- Post-secondary education and work related activities with an emphasis on research and analysis
- Broad knowledge of the social service sector in Ottawa is an asset
- Demonstrated research and superior analytical skills
- Proven organizational skills
- Knowledge of information sources available for research
- Strong attention to detail
- Excellent writing and communication skills
- Knowledge of Microsoft Word, Excel, Access
- Demonstrated ability to exercise judgment in solving complex problems
- Bilingualism is an asset.

## BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Leadership; Thinking; and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario 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 [igsteil@unitedwayeo.ca](mailto:igsteil@unitedwayeo.ca). Please copy your manager in your submission.