



## ASSIGNMENT DESCRIPTION

### ROLE IDENTIFICATION

Role:	Project Manager, Social Policy
Department:	Regional Affairs, United Way East Ontario
Reports to:	Senior Director, Regional Affairs

### PURPOSE OF ASSIGNMENT

The Project Manager, undertakes research projects and programs to advise and execute on policy development. The Project Manager will analyze demographic, economic, social trends, as well as policy issues facing the social services sector in the area of early childhood development.

The Project Manager works closely with staff from all departments at United Way to provide background material on a wide range of social and economic issues. The Project Manager will develop strong internal working relationships within multiple departments at United Way East Ontario (UWEO), working primarily with the functional areas of Community Initiatives, Regional Affairs, and Communications/Public Relations.

### RESPONSIBILITIES

- Use a variety of methods to analyze and organize information and data, which will then be presented to others, either in a written report or as an oral presentation
- Analyze and evaluate research and interpret data, making sure that key issues are identified
- Prepare background reports and briefing notes to advise advocacy positions on the issue of early years' development.
- Provide policy advice to senior staff members
- Monitor key legislative policy developments, debates and consultations
- Prepare speaking notes and presentation material
- Work with other funders in the region to better identify needs and ways in which they can be met
- Undertake research on the identification of assets within the community
- Support the representative from United Way on research-related committees
- Liaise with other researchers within the United Way network to share and exchange information

## TIME COMMITMENT

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

## QUALIFICATIONS

- Post-secondary education and work related activities with an emphasis on research and analysis
- Broad knowledge of the social service sector, particularly children's services in East Ontario
- 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

- Contribute to United Way's work in supporting children to reach their full potential
- An opportunity to create social policy that positively influence public decision-makers.
- Experience working in a dynamic community organization measuring change through outcomes;
- Learn about the vulnerabilities faced by children growing up in Prescott-Russell, Ottawa, Lanark County, and Renfrew County.

## HOW TO APPLY

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