



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Project Manager, Social Policy
Department:	Marketing & Communications, United Way East Ontario
Reports to:	Senior Director, Public Policy, Government and Stakeholder Relations

PURPOSE OF ASSIGNMENT

The Social Policy Project Manager supports the Senior Director, Public Policy, Government and Stakeholder Relations to develop advocacy strategies and tactics that contribute to the achievement of United Way's priority goals. This includes undertaking research projects, including the analysis of demographic, economic, social, and funding trends, as well as policy issues facing the social services sector.

The Social Policy Project Manager works closely with staff from all departments and the regional branch offices to support public policy reports, use public consultation to validate and build buy-in for policy direction, and to create awareness campaigns that highlight research findings and their implications and positively influence public decision-makers.

RESPONSIBILITIES

- Project management of multiple, multi-focused stakeholders
- Carry out social research projects on a wide array of topics (i.e., children and youth, seniors, newcomers, racism, social mobility, people with disabilities, mental health, addictions, and the impacts of COVID-19 on the most vulnerable).
- Use a variety of methods to collect, analyze and organize information and data, which will then be presented to others, either in a written report or as an oral presentation
- Monitoring key legislative policy developments, debates and consultations; providing briefings
- Monitoring key policy influencers and stakeholders across the region
- Analyze and evaluate research and interpret data, making sure that key issues are identified

- Prepare background reports and briefing notes on selected studies, reports, and articles
- Provide research and policy advice to senior staff members
- Prepare speaking notes and presentation material
- Develop research links with other research agencies in the region
- Undertake research on the identification of assets within the community
- Represent United Way East Ontario on research-related committees
- Liaise with other researchers within the United Way/Centraide network to share and exchange information

TIME COMMITMENT

This assignment is a full-time one-year opportunity starting May 2021. This includes professional training. The candidate must be available for the full duration.

QUALIFICATIONS

- Post-secondary education and work-related activities with an emphasis on social policy, government processes, research.
- Broad knowledge of social policy issues.
- A deep connection and commitment to your local community.
- Demonstrated capacity for both independent and collaborative work.
- Demonstrated research and superior analytical skills.
- Proven organizational skills and project management.
- 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.
- Ability to work effectively as a remote team member
- You enjoy working on a broad range of issues.
- You have an interest in issues of justice, access, and equity.

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 your community.
- Experience developing social policy agendas at the community level.
- Experience in using public policy and advocacy strategies as a lever of positive social change.
- Opportunity to make a direct and valued contribution to a dynamic not-for-profit community organization
- Opportunity to expand professional networks

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. Please indicate which positions are of interest and copy your manager in your submission.