



COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

Job Title:	Project Administrator, Regional Affairs
Department:	Community Impact
Functional Area:	Regional Affairs
Job Reports to: (title)	Director, Regional Affairs

PURPOSE OF ASSIGNMENT

Working with Prescott-Russell, Ottawa, Lanark County and Renfrew County, United Way East Ontario (UWEO) works with a network of smart, passionate, and engaged stakeholders to get to the root of local issues and support long-term solutions.

As Project Administrator, Regional Affairs you will work closely with the Regional Affairs Team, which includes the 3 respective Regional Directors and the Director Regional Affairs, to grow and strengthen United Way’s impact in the communities of Prescott-Russell, Renfrew County, and Lanark County.

This assignment can be done remotely, with some requirements for onsite/in office support.

You will help manage and track our activities in the 3 communities of Prescott-Russell, Lanark County, and Renfrew County, based on commitments outlined in the UWEO Corporate Plan. In addition, you will also support some of the ongoing work related to stakeholder communication and engagement. The activities are based on our tools of advocacy, convening, research, community investment, and resource development.

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.

Visit our website to learn more about the work we support across East Ontario
<https://www.unitedwayeo.ca/local-issues/>

RESPONSIBILITIES

- Manage project plan(s) in support of the activities led by the Regional Affairs Team using UWEO’s project management software (including timelines, deliverables, and budgets where needed).



- Host weekly or bi-weekly meetings with the Director of Regional Affairs and/or the respective Regional Directors to update the project plan, inform of any risks to the plans, and adjust timelines/targets as necessary in consultation with the team.
- Coordinate with internal and external stakeholders as required by ongoing project plan deliverables.
- Track and share data (i.e., participation at events, number of events, new engagements).
- Maintain and update stakeholder information and contact lists.
- Provide administrative support for committee meetings and special events as assigned, including those involving Senior Level and Corporate Volunteers. This could include scheduling meetings, agenda preparation, and/or note taking as examples.
- 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 2023. This includes professional training. The candidate must be available for the full duration.

QUALIFICATIONS

- Experience managing projects and/or project activities.
- Ability to organize and manage a diverse range of assignments/projects with attention to detail and follow through.
- Strong organizational and time-management skills.
- Demonstrated skills of working and communicating with a variety of stakeholders, including senior leaders, from diverse backgrounds and ideologies.
- Demonstrated ability to build relationships, motivate others, encourage involvement, and instill a sense of excitement/pride in others.
- Experience coordinating meetings and note taking is an asset.
- Strong ability to communicate in both French and English is preferred to meet the needs of our diverse stakeholders.
- Ability to communicate United Way East Ontario's mandate, mission, and corporate vision to current and potential stakeholders.
- Experience using Smartsheet is an asset.



United Way
East Ontario

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

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Project Management; Stakeholder Engagement; Communication; Interpersonal Skills; Self-Management; Analytical Skills; and Organizational Skills
- Learn how local needs and approaches can differ based on the experiences that exists in urban, rural, and remote communities.
- Increase knowledge of United Way East Ontario and the social services sector
- Contribute to making our communities 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 csantamaria@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.