



COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

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

PURPOSE OF ASSIGNMENT

The Project Manager - Public Policy and Special Programs, 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 Project Manager - Public Policy and Special Programs 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; create awareness campaigns that highlight research findings and their implications, and positively influence public decision-makers.

RESPONSIBILITIES

- Manage multiple multi-focused stakeholder projects.
- 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, community wealth building, 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.
- Monitor key legislative policy developments, debates, and consultations, as well as provide briefings.
- Monitor key policy influencers and stakeholders across the region.
- Analyze and evaluate research and interpret data, ensuring 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 network to share and exchange information.
- Act as a knowledge broker for complex policy implications for communities and other stakeholders.

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

- Post-secondary education and work-related activities with an emphasis on social policy, government processes, and research.
- Broad knowledge of public 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 project management and organizational skills.
- Knowledge of information sources available for research.
- Strong attention to detail.
- Excellent writing and communication skills.
- Knowledge of Microsoft Word, Excel, and Access.
- Demonstrated ability to exercise judgment in solving complex problems.
- Aptitude for conducting high-level secondary research to capture and document important data trends.
- Bilingualism is an asset.
- Ability to work effectively as a remote team member
- Enjoy working on a broad range of issues.
- Have an interest in issues of justice, access, and equity.

BENEFITS OF THIS ASSIGNMENT

- Be a part of a purpose-driven, committed, and highly skilled team of experienced professionals.
- Apply and refine the following professional competencies: Communication; Policy Analysis, Teamworking; Project Management, Client Services; Self-Management; Critical Thinking and others.
- Increase your knowledge and engagement in your community.
- Experience developing public 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

Read about our Impact:

1. Overview of United Way East Ontario's (UWEO) Impact: [UWEO 2022 Annual Report](#)
2. Overview of UWEO's work through COVID-19: [UWEO COVID-19 Impact Report](#)
- 3 UWEO's commitment to Trust and Accountability: [Charity Intelligence's assessment of UWEO](#)
4. UWEO's policy priorities: <https://www.unitedwayeo.ca/news-and-stories/setting-east-ontarios-most-vulnerable-residents-on-a-positive-post-pandemic-path/>

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.

