



United Way
East Ontario

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

COMMUNITY SECONDMENT PROGRAM

2024 POSITION DESCRIPTION

Role:	Project Manager, Social Policy
Department:	Marketing and 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 research and analysis would be used to create policy briefs for policy and political engagements.

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; 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 issues, studies, reports, and articles.
- Conduct research to be able to develop 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.

ASSIGNMENT DURATION

This assignment is a full-time one-year opportunity starting in June, July or August 2024. 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 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 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.
- Bilingualism is an asset.
- Ability to work effectively as a hybrid team member.
- Enjoy working on a broad range of issues.
- Have an interest in issues of justice, access, and equity.
- Ability to work in a fast-paced environment with multiple priorities is an asset.

BENEFITS OF THIS ASSIGNMENT

- Learn about the challenges experienced by our communities in the East Ontario region.
- Be a part of a dynamic team of professionals working to break down barriers, improve lives, and create opportunities for the people who need us most.
- Apply and refine the following professional competencies: research, analysis, project management, communication, interpersonal skills, stakeholder analysis, impact creation, and advocacy.
- Contribute to making our community stronger, healthier, and safer for all.
- Network with United Way staff and volunteers.
- Participate in professional development opportunities available to staff.
- Make a difference in your local community.

HOW TO APPLY

Community Secondment Program benefits, terms and conditions are available on our [website](#). Applicants should review this material with their manager and obtain their manager's approval to apply.

To apply please forward your resume and a cover letter (maximum 500 words) to jbraknis@unitedwayeo.ca
Please indicate which positions are of interest and copy your manager in your submission