



United Way
East Ontario

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

COMMUNITY SECONDMENT PROGRAM

2026 POSITION DESCRIPTION

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| Role: | 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 Manager will work closely with the Senior Director of Public Policy, Government, and Stakeholder Relations to develop and implement advocacy strategies aligned with United Way's priority goals. The role will involve conducting research on demographic, economic, social, and funding trends, as well as addressing policy issues impacting the social services sector. Insights from this research will inform policy briefs and reports. The position will also involve cross-department collaboration, community consultations, and creating awareness campaigns to influence public decision-makers

RESPONSIBILITIES

- Support or lead stakeholder projects related to social policy.
- Conduct research on a variety of social issues, including children and youth, seniors, newcomers, racism, social mobility, disabilities, mental health, addictions, community wealth building, and the impact of trade policies on local economies.
- Create thought leadership content, such as blogs, related to socio-economic and political events (e.g., budget analysis, issue analysis).
- Gather, analyze, and organize data using various research methods, and present findings in written reports and oral presentations.
- Monitor and analyze key legislative developments, debates, and consultations, providing timely briefings. Track policy influencers and stakeholders across the region to inform advocacy strategies.
- Contribute to the development of communication assets such as speaking notes and presentations.
- Represent United Way East Ontario at research-related committees and community events.
- Collaborate with other researchers in the United Way network to share insights and findings.

ASSIGNMENT DURATION

This assignment is a full-time one-year opportunity starting in June, July or August 2026. This includes professional training. The candidate must be available for the full duration.

QUALIFICATIONS

- Post-secondary education and work experience focused on social policy, government processes, or research.
- In-depth knowledge of social policy issues and trends.
- Strong connection to and commitment to the local community.
- Proven ability to work both independently and collaboratively in a fast-paced environment.
- Exceptional research, analytical, and project management skills.
- Knowledge of research sources and data collection methods.
- Strong attention to detail and ability to synthesize complex information.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Word, Excel, SharePoint, Teams and MS Project Management.
- Ability to apply sound judgment to complex problems.
- Bilingualism is a plus.
- Ability to thrive in a hybrid work environment.
- Passion for issues related to justice, equity, and access.
- Criminal and credit check required

BENEFITS OF THIS ASSIGNMENT

- Gain valuable insight into the challenges facing communities in East Ontario and Canada
- Be part of a dynamic team dedicated to breaking down barriers and improving lives.
- Develop key professional competencies in research, analysis, project management, communication, and advocacy.

- Make a meaningful impact on the community and contribute to building a stronger, healthier, and safer region.
- Expand your professional network by connecting with United Way staff, volunteers, and community stakeholders.
- Take part in professional development opportunities to enhance your skills.
- Contribute to positive change and 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