



## A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

### Policy Officer

(12 month contract, Full-time, based in Toronto)

The Policy Officer supports UNICEF Canada's leadership and authority on children's rights through activities that advance the rights of Canada's children. The responsibility broadly includes supporting and collaborating with the Director and the Chief Advisor of UNICEF Canada's domestic policy team primarily by supporting stakeholder relationships; policy monitoring; research and resource development; developing policy and advocacy initiatives; event planning and management; and digital advocacy development.

The responsibilities of the position will include (but are not limited to):

#### *Stakeholder Development and Relationship Management (35%)*

- Support and undertake effective communications with established stakeholders in government, civil society organizations, academic/research institutions, professional groups and individuals to inform, influence and facilitate collaboration in various initiatives
- Respond to public inquiries/requests/concerns, employing knowledge of domestic child policy and organizational case management protocol
- Present at and/or participate in forums and events as required
- Support mass media activities related to domestic policy
- Manage digital advocacy activities, including diverse content development, campaigns, effective use of social media, support for database management and appropriate communications skills for this medium
- Support training initiatives on children's rights and advocacy issues to internal UNICEF Canada staff, volunteers, campaigners, vendors and partners in support of organizational objectives

#### *Research, Resource and Capacity Development (50%)*

- Manage projects such as annual Bring Your MP to School Day

- Provide support for the creation of multi-media resources to educate, influence and support the adoption of children's rights by decision-makers and influencers, in policy, legislation, programs and practices, including but not limited to:
  - Conferences/seminars and other presentations
  - Policy briefs, submissions, position papers, reports, etc.
  - Content for external and internal publications and other communications
- Maintain and produce internal monitoring and evaluation reports
- Monitor the Canadian policy landscape to identify current child rights and policy issues, and opportunities to develop partnerships and initiatives to advance the rights of children pursuant to strategic plan objectives
- Monitor parliamentary and selective provincial/territorial legislature activities, including the introduction and passage of bills and reports, for opportunities to intervene to advance the rights of children
- Monitor organizational publications and reports, including launches and dissemination
- Maintain a good knowledge of UNICEF's overall policies and programs
- Maintain knowledge and awareness of national and international developments related to strategic and digital advocacy

#### *Organizational Support and Development (15%)*

- Maintain effective UNICEF Canada cross-functional relationships to achieve both departmental objectives and to optimize synergies
- Recruit and supervise volunteers and interns for domestic policy advocacy
- Maintain internal accountability and reporting requirements and operate with knowledge of organizational policy, including for translation services, creative briefs, technology services, etc.
- Manage invoices, ordering and the dissemination of materials
- Undertake administrative support activities as required to support the policy advocacy team

The ideal candidate will have:

- A post-secondary degree in Political Science, Public Policy, Social Sciences (focused on child related study), Human Rights or a related field
- A minimum of three (3) years relevant work experience
- Exceptional organizational skills, with superb attention to detail and quality while meeting deadlines and multitasking in a fast-paced, dynamic environment
- An understanding of the UN Convention on the Rights of the Child and other relevant human rights treaties and standards as well as the international human rights system
- Knowledge of the Canadian child policy environment and the substantive issues affecting Canadian children including parliamentary, policy-making and law-making processes
- Strong relationship management abilities - internal and external
- PC proficiency (MS Office)
- English language proficiency; French language skills (an asset)

For consideration, please submit your resume and cover letter, with salary expectations, to [careers@unicef.ca](mailto:careers@unicef.ca) by **Friday, July 25<sup>th</sup>, 2014**. Please attach your cover letter and resume as one document, and reference the title of the position clearly in the subject heading.