



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:

Research & Content Assistant

(3-month contract starting April 1, 2014, Full-time, based in Toronto)

The Research and Content Assistant will be responsible for supporting the Marketing team in managing the creation of content to support the defined targets that drive revenue and increase donor loyalty and retention for the Development team. This will be accomplished by consistently driving the brand story and accompany messaging. The incumbent will also play an important role in supporting all marketing projects across the organization.

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

- Assisting in the development of creating compelling multi-media, multi-platform content and collateral that assists in meeting fundraising targets and timelines.
- Assisting in ensuring organizational content is maintained and updated based on a rotating schedule.
- Working closely with the Marketing Manager and Director, Marketing to support the project management of all requests received.
- Assisting in writing copy for UNICEF collateral and ensuring all content adheres to UNICEF Canada's brand guidelines.
- Providing support in event execution related to UNICEF Canada activities.
- Providing support as needed to the Marketing team.

The ideal candidate will have:

- A university degree and/or community college diploma with a focus on writing and/or International Relations/International Development.
- A minimum of two (2) years relevant work experience.
- Able to work in a fast paced environment, prioritize and multi-task.
- Demonstrates superior written and verbal English communication skills.
- Excellent organizational skills and attention to detail.
- Excellent computer and organizational skills.
- English / French bilingualism (an asset).

For consideration, please submit your resume and cover letter as one document to careers@unicef.ca by **Monday, March 24, 2014**. Please reference the title of the position clearly in the subject heading.