



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:

Community Engagement Representative

(3-month contract starting September, 2018, based in Toronto)

This is an opportunity for an individual to learn more about fundraising at UNICEF Canada while offering day-to-day operational and administrative assistance for our major Community Engagement campaigns. These include our UNICEF On Campus program, National UNICEF Day campaign, and other community events.

This Community Engagement Representative will support our engagement of Canadian communities and educational institutions. We are seeking an individual with experience planning campaigns and communication plans as well as with a relationship-building mindset to connect with current and prospective groups. The Community Engagement Representative will provide necessary assistance to other members of the Community and Corporate team as required.

The Community Engagement Representative will also act as the team administrative point-person for the department, helping to organize meetings, providing daily support to community groups across the country.

The ideal candidate:

- Has a keen interest in fundraising
- Is a people-person, an excellent communicator and a very engaging individual with strong time management skills.
- Adopts a creative approach to engaging with various groups through campaigns and programs
- Has enthusiasm to learn and grow in a fast paced fundraising environment.



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- Is detail-oriented and will be flexible to changing priorities as the need arises.
- Has exceptional PC proficiency using Microsoft applications.
- Has knowledge of CRM databases i.e. Raiser's Edge (an asset)
- Is bilingual in English and French (an asset).

For consideration, please submit your resume and cover letter as one document to careers@unicef.ca by **August 30, 2018**. Please reference "Community Engagement Representative" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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