



## A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

### U-Report Co-ordinator

(12-month contract starting in February 2019; Part-time (3 days/week); based in Toronto)

One Youth is a national campaign designed for and with kids in Canada. We are showing that when it comes to our children, better is necessary. More than that, better is possible. We want every Canadian to know how children and youth are really doing across Canada and we're using a developmental approach to tackle the inequality challenges that exist. We're collecting data, designing solutions and influencing decision-makers. We won't stop until we become the best country in the world for kids.

The U-Report Coordinator will administer our exciting new U-Report Canada platform, collaborating with our team and Steering Group members to create polls to enable young people across the country to express their views on timely and critical issues. You will help analyze and disseminate poll results for impact. You will imaginatively and actively promote awareness of U-Report, particularly among youth ages 13-24, and recruit and support youth across Canada to become U-Reporters.

The U-Report Coordinator will develop and manage strong, constructive relationships with a number of key internal and external stakeholders to ensure U-Report's successful implementation, with a focus on youth organizations.



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The responsibilities of the position will include:

*U-Report Administration (40%)*

- Using the online chatbot application:
  - Co-develop poll questions in youth-friendly language.
  - Work on the back-end to schedule and test polls.
  - Analyze and produce poll results.
  - Assist the Steering Group to successfully implement the U-Report at a national scale.

*Recruit U-Reporters (40%)*

- Co-create and implement recruitment and promotion strategies and tactics for national scale.
- Work with youth and youth organizations in communities across Canada to recruit U-Reporters.
- Research, plan for and attend events.
- Build relationships with youth organizations and attend youth gatherings.

*Communications and general administration (20%)*

- Develop communications based on poll results.
- Develop communications strategy to recruit youth.
- Package and disseminate poll results on social media platforms and in other creative ways.
- Work with the One Youth Communications Manager to disseminate poll results and promote U-Report.

The ideal candidate will have:

- A post-secondary degree or college diploma in research analysis, social policy, communications or related discipline.
- A minimum of one (1) year's relevant work experience in communications or youth engagement.
- Experience working with statistical data.
- Proficiency in Microsoft Office software.
- An advanced capacity to work with social media platforms.
- A demonstrated ability to participate in cross-functional, multi-disciplinary teams to produce innovative strategies.



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- Strong interpersonal skills and attention to detail.
- Experience with chatbot technology and other innovative communication technologies (an asset).
- Bilingualism in English and French (an asset).

*Salary range: \$31,000 to \$35,000 per year.*

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **February 10, 2019**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**U-Report Co-ordinator**” 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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