



**United Nations Association in Canada**  
**Association canadienne pour les Nations Unies**

---

**Development Officer - Communications**

<u>Type of Position:</u>	Full time
<u>Language:</u>	Bilingual French/English Required
<u>Location:</u>	National office (some remote work and travel may be required)
<u>Salary Band:</u>	\$37,500 - \$40,000/annum

**United Nations Association in Canada**

The United Nations Association in Canada (UNA-Canada) is a registered Canadian charity with a mandate to educate and engage Canadians, especially youth, in the work of the United Nations (UN), the critical global issues that affect us in Canada and internationally, and to seek solutions to shared challenges. The Association ‘grows global citizens’ who are aware, engaged and equipped with critical thinking skills to impact positive social change in their communities. An active member of the World Federation of UNAs (WFUNA), UNA-Canada brings the UN to Canadians and made-in-Canada promising practices to the global commons.

**Overview**

Reporting to the National Development Director, the Development Officer - Communications will develop and deliver a communications strategy in support of UNA-Canada’s overall mission to educate and engage Canadians in the work of the United Nations, as well as its fundraising initiatives and upcoming events.

The Development Officer - Communications will increase loyalty, value and brand awareness of key stakeholders regionally and nationally, with some international outreach through the production and strategic distribution of high quality and consistent content. Target audience will include current and prospective donors and members, board members, Canadian UN employees; interns and former interns; UNA-Canada branches, elected officials and engaged Canadians, based on research-based analysis.

**Responsibilities**

- Create and coordinate an editorial calendar for UNA-Canada that includes distribution of a consistent stream of on-line and off-line communications pieces, including but not limited to UNA-Canada’s annual report, monthly e-Newsletter and donor stewardship materials;
- Work with the National Development Director and strategic management on the development of content for electronic newsletter;
- Assist the National Development Director with logistical support for various events throughout the year;



**United Nations Association in Canada**  
**Association canadienne pour les Nations Unies**

---

- Assist various UNA-Canada staff to research and create briefing or prospect reports on identified individuals and organizations;
- Manage and maintain UNA-Canada website ([www.unac.org](http://www.unac.org)) and provide input for content strategies; including writing, editing and posting new content;
- In collaboration with UNA-Canada's Development team, draft and implement an organization-wide communications plan
- Develop and implement a social media strategy for the organization including to monitor all contact points for content changes, inquiries and general security;
- Recommend and collaboratively produce (online and print) event and program marketing materials, including content for brochures, web, newsletters, invitations, sponsorship materials, etc.
- Develop, plan and implement media outreach for UNA-Canada events;
- Carry out other duties as assigned by the Director in support of the work of UNA-Canada.

**Competencies**

- Proficient in using all social media platforms (Twitter, Facebook, LinkedIn, Instagram) in coordinated and structured outreach campaigns.
- Excellent communications skills, especially verbal and written; a portfolio of prior work required.
- Experience with social media dashboard applications for managing such campaigns, such as: hootsuite and tweetdeck.
- Good knowledge of website management (content, updates, linkage etc.); Knowledge of HTML required.
- Exceptional organizational abilities and time management skills; ability to meet deadlines, multitask and prioritize.
- Strong computer skills and excellent knowledge of MS Office programs, Wordpress, WIX, Mailchimp and desktop publishing programs, such as Adobe Creative Suite, Illustrator, InDesign and Photoshop.
- Excellent ability to work cooperatively in a team environment with staff, volunteers and public.

**Deadline: March 29, 2018.** Please submit your letter of interest along with your resume to: [james.lee@unac.org](mailto:james.lee@unac.org). We thank all applicants for your interest, however only those selected for an interview will be contacted.