



United Nations Association in Canada
Association canadienne pour les Nations Unies

Title: Programme Manager
Project: Canada Green Corps
Location: Ottawa, Ontario
Length of Assignment: August 1 2019 - March 31, 2020 (Possibility of extension)
Start Date: **August 1, 2019**
Application Deadline: July 17, 2019

About UNA-Canada

The United Nations Association in Canada (UNA-Canada) is an historic national charitable organization with the mandate of educating and engaging Canadians in the work of the United Nations (UN) and the critical global issues that affect us both in Canada and internationally. Established in 1946, we are committed to *growing global citizens* who embrace the principles of the UN in order to build a stronger, more outward-looking Canada. As the leading policy voice on multilateralism in Canada, UNA-Canada holds the elected Vice-Chair of the World Federation of UNAs representing global civil society.

Canada Green Corps

UNA-Canada's Canada Green Corps programme is an innovative youth employment programme designed to help 125 talented Canadian youth aged 15-30 (inclusive) acquire meaningful employment and/or career related skills in the green sector. Funded through Environment and Climate Change Canada, Canada Green Corps interns will undertake six-month Work-Integrated Learning (WiL) placements with various companies, governments, associations, universities and civil society organizations across Canada. It is also designed to provide youth with career, learning and market information in finding meaningful employment. The WiL placements should primarily offer work experience that is related to the Sustainable Development Goals and advancement of Canada's green economy, particularly in the clean technology sector.

Canada Green Corps has Regional Coordinators across the country that provide critical administrative and strategic support in the implementation and evaluation of the Programme. Employer partners with Green Corps will receive a wage subsidy.

General Responsibilities

The Programme Manager (PM) is responsible for providing strategic management, programme design, operational, and communications expertise in the development and execution of Green Corps. This includes, but is not limited to, liaising with existing and potential partners, coaching, directing and supervising Project Officers, and reaching programme targets. The PM provides the



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Director of Work-Integrated Learning with critical managerial support in all aspects of Canada Green Corps.

Specific Responsibilities:

The PM will have the following support responsibilities:

- With the guidance and assistance of UNA-Canada's President & CEO, Director of Work-Integrated Learning, and senior team, ensure effective and strategic design, implementation and evaluation of Canada Green Corps;
- Coach, direct and supervise one full-time Project Officer and five Regional Coordinators across Canada who will support the Programme Manager in her/his duties;
- Oversee the recruitment, interviews, selection and placement of Green Corps placements;
- Manage with a very high degree of accuracy the claims reimbursement process, with key timelines and milestones for Canada Green Corp's financial commitments;
- Ensure the development of effective marketing tools and a communication plan to support external promotion of Canada Green Corps widely across Canada using social media, traditional media, UNA-Canada alumni networks, university partnerships, etc.
- Provide leadership in ensuring continued multi-year investment in the programme or related programming and to identify, engage and steward other fundraising from governments, universities, corporate sponsors, foundations and other potential funders with a goal of \$100,000 in requests each year – with the support of the team;
- Ensure key indicators and metrics are recorded, tracked, and analyzed for reporting as per UNA-Canada and Government of Canada requirements;
- Build and maintain excellent relations with UNA-Canada's various national partners;
- Maintain knowledge on current trends on government, including federal, sub-national and international, especially on mandates and spending priorities to ensure that funding opportunities are identified and shared with programme directors/manager/officers and support the pursuit of these opportunities;
- Contribute to overall programme and UNA-Canada growth; and,
- Carry out any other duties related to programme success, or as requested.

Mandatory:

- Exceptional skills in project management, organizational and operational project work;
- Strong interpersonal skills;
- Strong attention to detail and ability to prioritize competing tasks to meet tight deadlines;
- Ability to work as a member of a team;
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, and Outlook);



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- Good working knowledge of project management tools and social media platforms (e.g. Twitter, Facebook, Instagram);
- Fluency in French is an asset.

Qualifications and Experience:

- University degree in Public Administration, Education, International Relations; Political Science, Business, Communications, Environmental Science or related field;
- Experience with Project Management -- certification or courses taken will be an asset;
- Communication strategies and best practice principles and proven experience in applying them and achieving results in a complex environment;
- Coaching, teaching and mentoring youth;
- Exceptional writing and editing experience in a fast-paced professional services and/or business development environment;
- A results-oriented approach with the ability to take responsibility.

Equal Opportunity Employer

UNA-Canada is committed to building a network of employees that reflects and harnesses Canada's diversity. We do not discriminate on the basis of gender, race, ethnicity, religion, sexual orientation, political affiliation, etc. UNA-Canada recruits candidates based on merit and seeks to foster a workplace that encourages acceptance, empathy, and diversity.

Application Details

Interested candidates should send a résumé and one-page cover letter to the attention of Scott Bohachyk at scott.bohachyk@unac.org no later than 12pm EST on Monday, July 17, 2019. In the subject line, please put: Last name, First name – PM/CGC. UNA-Canada will not accept calls regarding the position. Due to the high volume of applications, UNA-Canada will only contact shortlisted candidates selected for an interview.