



Job Description

Volunteer Public Engagement Officer

Position	EMBRACE* Volunteer Public Engagement Officer		
Department	n/a	Location	GTA Location to be determined
Reporting to	EMBRACE* Project Manager	Travel	National travel may be required on occasional basis.
Appointed by	EMBRACE* Project Manager	Supervises	n/a
Engagement	Full-time for duration of volunteer commitment. Min. 3 months	Remuneration	Volunteer
Term	This is a volunteer placement offering an opportunity to aid in deepening Canadians' awareness of global maternal, newborn and child health (MNCH) issues.	Disclosure	
Revision Date:	4 August, 2017	Applications Close:	Open. Submit application to stayintouch@adra.ca .

POSITION PURPOSE

To assist in the effective implementation of the EMBRACE* project Public Engagement (PE) component by providing a range of communications, public engagement, and event management services. The role supports key aspects of the project's public engagement process, working to increase awareness and engagement of Canadians in global MNCH.

EMBRACE PROJECT DESCRIPTION

*EMBRACE (Enhancing Maternal, newBorn, and child health through Revitalized health services And Community Engagement) is a 4-year Government of Canada-funded project designed to improve the maternal, newborn and child health of vulnerable women, girls and boys in Cambodia, Myanmar, Philippines and Rwanda. EMBRACE will also work in engaging the Canadian public in MNCH issues globally. This Project is implemented through a consortium led by the ADRA Canada, and including the Hincks-Dellcrest Institute (HDI) and Youth Challenge International (YCI).

In keeping with the objectives of the project, which include promoting healthy lifestyle and smoking cessation, we are looking for candidates who espouse the non-drinking and non-smoking lifestyle.

KEY RESPONSIBILITIES

The key role of the volunteer is to support strategies to increase awareness among Canadians on global maternal, newborn and child health issues.

AREAS OF INTEREST: International Development; Global Health; Maternal, Newborn and Child Health; Public Engagement; Research; Writing; Facilitating Community Conversations; Communications; Social Media; Media Relations.

Position Summary:

This role is crucial in assisting with the implementation of the EMBRACE public engagement strategy. The successful applicant will be expected to develop engaging written and multimedia content, plan and execute training workshops and events, identify social media tactics that promote effective public engagement, and liaise with key audiences to identify collaboration opportunities.

There are opportunities to develop skills in communications, social media management, maternal health and international development.

We are looking for someone to assist with:

- Identifying, recruiting, and training community groups in remote and rural Canadian communities about global MNCH key concepts
- Organizing workshops primarily with targeted community organizations, meetings, and other events to raise awareness of project EMBRACE, and global maternal, newborn and child health (MNCH)
- Gathering, researching and preparing communications material for internal and external audiences
- Preparation of reports, speeches, presentations, brochures, banners
- Monitoring & updating EMBRACE project website and social media platforms
- Performing other duties as assigned to support implementation of public engagement strategy

QUALIFICATIONS

- Post-secondary education in International/Community Development, Communications, Public Relations, Journalism or related fields and/or the equivalent combination of education and experience
- Knowledge and demonstrated experience in communications, community relations and public engagement.
- Experience or proven interest in international cooperation, humanitarian and public engagement work
- Demonstrated experience in event planning
- Interest and desire to learn about maternal, newborn and child health
- Excellent writing skills and ability to communicate clearly and concisely
- Good interpersonal and presentation skills

TERMS AND CONDITIONS

The terms and conditions shall be read in conjunction with the *Human Resources Manual* of the consortium member hosting the volunteer. EMBRACE Project will have no other obligations except as expressly set out in a written volunteer contract.

Performance Review: A Performance Review will typically be conducted after six weeks in the position. Volunteers in a position for a year or longer will be required to participate in annual Performance Reviews.

Job Description Continuous Review: This job description is intended to describe the general nature and level of work being performed by incumbents assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Job descriptions are reviewed on a regular basis and can be modified at any time to meet the needs of the EMBRACE Project.

Physical Requirements: Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the host organisation, are required.

Working Conditions: Essential responsibilities are performed either in the office or in travelling conditions.

- **Within the office**, the work is primarily in a sedentary and comfortable environment, with tasks usually performed under normal office conditions with little or no noticeable discomfort. The work area is well lit and ventilated.
- **If travelling** (international and/or domestic) there will be difficult conditions and challenging environments, particularly to destinations in the developing world.

PERSONAL COMMITMENT

Being employed by the EMBRACE* Project requires personal commitment to the project mission and lifestyle. The holder of this position will reflect, support and respect the lifestyle values as taught by the EMBRACE Project. The employee acknowledges and agrees that this position involves working with a Christian organisation and that this may include starting and ending meetings with prayer. The volunteer must conduct him/herself, both on and off duty, in accordance with the values and teachings of the Project so as not to be in conflict with the behaviour change messaging.

The successful candidate will be required to submit a clear Police Check.