



**CAMPAIGN TO STOP
KILLER ROBOTS**

JOB DESCRIPTION

Position Title:	Project Officer: Campaign to Stop Killer Robots
Location:	Ottawa, Ontario
Reporting Relationships:	Reports to: Programme Coordinator Supervises: Volunteers and interns
Contract Period:	One year renewable depending on funding. This is a full-time position.
Salary Range:	We offer a competitive salary and benefits package

Position Summary:

The Campaign to Stop Killer Robots is seeking to hire a Project Officer to undertake various administrative and digital communications tasks. Launched in April 2013 the Campaign is an international coalition of non-governmental organizations working to pre-emptively ban fully autonomous weapons. This dynamic coalition brings together disarmament campaigners, roboticists, academics, human rights activists and ordinary citizens who are working on the leading edge of efforts to protect civilians from future weapons.

This position will be based in Ottawa at Mines Action Canada, a co-founder of the Campaign to Stop Killer Robots. This position reports to the Program Coordinator of Mines Action Canada and works in close cooperation with the Campaign's global Coordinator at Human Rights Watch in Washington, DC.

This position involves assisting the Campaign to Stop Killer Robots with various administrative, logistical and media-related tasks as the coalition undertakes several new projects to scale up its activities at the national, regional, and international level.

Major Responsibilities:

- 1. Campaign Grants:** Implement a small grant scheme to support national outreach including: solicit, receive and log grant proposals; schedule and coordinate review and approval process; respond to applicants and arrange to transfer funds; receive and log expenditure reports; and monitor and report on the grant scheme and its impact.
- 2. Membership:** Help to expand and strengthen the Campaign's network of non-governmental organizations including: identify and approach new organizations to join the Campaign; receive and process applications for approval; and promote Campaign actions.
- 3. Public Inquiries:** Respond to general inquiries and requests for information as appropriate. Draft template responses, distribute print and digital campaigning materials.

- 4 **Logistics Support:** Help campaigners requiring logistical assistance as they conduct international and regional outreach, including: booking travel; reserving accommodation; calculating and arranging payment of per diems; record payments and prepare financial reports; and assist with logistics at Campaign events as required
- 5 **Website Maintenance:** Coordinate a process to overhaul the current Campaign to Stop Killer Robots website including: liaise with the designer/developer on the site migration and related work; and then regularly update and promote the site.
- 6 **Digital Communications:** Assist with the Campaign's digital communications, including : maintain and update a contact database of campaigners and supporters; disseminate regular email updates on campaign activities via MailChimp; and help to produce and provide visual and written digital campaigning materials..
- 7 **Social Media:** Help the coordinator to manage the Campaign's social media accounts, including: update and maintain [YouTube](#) channel and [Flickr](#) account; grow the Campaign's social media presence and online engagement via its [Facebook page](#), [Twitter handle](#), and [Instagram](#) account; and look at other ways to promote the Campaign on social media.
- 8 **Policy Recording:** Assist the Coordinator's monitoring of country positions, including: update and maintain country files on policy and practice on fully autonomous weapons.
- 9 **Other Duties** as directed by the Coordinator of the Campaign or MAC's Program Coordinator.

Qualifications:

The ideal candidate will have:

Education: University degree in a relevant discipline.

Experience: A minimum of one year of relevant work experience is required.

** Mines Action Canada is committed to employment equity practices and welcomes applications from all qualified candidates **with the legal right to work in Canada.** **

Related Skills and Knowledge:

- ◆ Fluent in English and French, other languages an asset;
- ◆ Excellent communication skills, both oral and written;
- ◆ Concrete cross-cultural experience and communications skills;
- ◆ Familiarity with advocacy campaigns is desirable;
- ◆ Prior office or administration experience;
- ◆ Strong, demonstrated organizational skills;
- ◆ Attention to detail;
- ◆ Creativity and ability to take initiative;
- ◆ Capacity to work in a self-directed manner and demonstrated ability to work well within a team setting;
- ◆ Demonstrated critical thinking and analytical skills;
- ◆ Excellent computer skills including familiarity with MS Office for a Windows-based environment, spreadsheet (Excel) and database (Access) management, email and internet (html).

- ◆ Skills and experience in using social networking and online communication tools (e.g. running a webinar, virtual meeting rooms, updating Facebook, Twitter, Instagram, YouTube, etc.);
- ◆ Flexibility in moving from administrative tasks to more complex projects;
- ◆ Ability to travel internationally;
- ◆ Ability to complete work under tight timeframes

To apply by sending a résumé and a cover letter explaining your qualifications for this position to killerrobots@minesactioncanada.org by end of day, April 11,2018. While we thank all applicants for their interest, only those selected for interviews will be contacted.