



**CAMPAIGN TO STOP
KILLER ROBOTS**



**MINES
ACTION
CANADA**

JOB DESCRIPTION

Position Title: Campaign Outreach Manager, Campaign to Stop Killer Robots

Location: Ottawa, Ontario

Reporting Relationships: Reports to Coordinator of the Campaign to Stop Killer Robots

Supervises: Volunteers, interns and consultants

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 Campaign Outreach Manager to support its rapidly-growing international coalition of non-governmental organizations working to preemptively ban fully autonomous weapons.

The Campaign to Stop Killer Robots is currently comprised of 89 non-governmental organizations in 50 countries, including roboticists, Nobel Peace Laureates, and ordinary citizens seeking to prohibit weapons systems that would select and engage targets without meaningful human control. Many people who led the NGO efforts to successfully ban antipersonnel landmines, cluster munitions, and nuclear weapons are involved in the Campaign to Stop Killer Robots.

This position will be based in Ottawa at Mines Action Canada (MAC), a co-founder of the Campaign to Stop Killer Robots. This position reports to the Campaign Coordinator, Mary Wareham at Human Rights Watch in Washington DC. It will work in a small team of Campaign staff and in close cooperation with MAC's Program Manager.

This position involves supporting NGO members of the Campaign to Stop Killer Robots as the coalition scales up its activities at the national, regional, and international level.

Major Responsibilities:

1. **Membership:** Manage efforts to expand and strengthen the Campaign's rapidly-growing and geographically-diverse network of non-governmental organizations including: identify and approach new organizations to join the Campaign; help receive and process applications for approval; draft materials to inform and guide campaigners; ensure key materials are translated; facilitate workshops and trainings; help organize and conferences and Campaign delegations; conceptualize and execute joint campaign actions.
2. **Representation:** Represent the Campaign to Stop Killer Robots at events and meetings as necessary and manage outreach and networking activities, as directed by the Coordinator.
3. **Media & Public Inquiries:** Respond to media requests and general inquiries as appropriate. Help the Media Manager to produce public content for all audiences and update the Campaign's Facebook page, Twitter handle, and Instagram account.
4. **Campaign Grants:** Manage with the Project Officer a small grant scheme to support national and regional Campaign 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.
5. **Digital Communications:** Help build the Campaign's digital communications capacity and presence, including: manage a contact database of campaigners and supporters; disseminate regular email updates on campaign activities and action alerts via MailChimp; produce and provide visual and written digital campaigning materials; and help to update and promote the campaign website in coordination with other staff.
6. **Travel Support:** Work with the Project Officer to ensure campaigners have the tools and logistical support they need to conduct international and regional outreach, including: booking travel and accommodation; calculating and arranging payment of per diems; record payments and prepare financial reports; and assist with logistics at Campaign events as required.
7. **Policy Recording:** As needed, assist the Coordinator's monitoring of country positions, including: update and maintain country files on policy and practice on fully autonomous weapons.
8. **Other Duties** as directed by the Coordinator of the Campaign or MAC's Program Manager.

Qualifications

The ideal candidate will have:

Education: University degree in a relevant discipline.

Experience: A minimum of three years 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, other languages an asset, especially French;
- Excellent communication skills, both oral and written;
- Concrete cross-cultural experience and communications skills;
- Familiarity with advocacy campaigns and/or international NGO coalitions is desirable;
- 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.);
- Ability to travel internationally; and
- 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, February 8, 2019. While we thank all applicants for their interest, only those selected for interviews will be contacted.

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